

# 2000-2001 CATALOG



*Florida's First Public Community College*

CAMPBELL, JANETTE H  
47

# 2000-2001 CATALOG



*Florida's First Public Community College*

GENERAL  
INFORMATION

ADMISSIONS

FINANCIAL  
INFORMATION

STUDENT SERVICES

ACADEMIC SUPPORT  
AND OPPORTUNITIES

ACADEMIC POLICIES

AREAS OF STUDY

COURSE  
DESCRIPTIONS

FACULTY



# PALM BEACH COMMUNITY COLLEGE

## 2000-2001 REGISTRATION CALENDAR

	FALL TERM	FALL 1st 8 WEEKS	FALL 12-WEEK	FALL EXPRESS	SPRING TERM	SPRING 1st 8 WEEKS	SPRING 12-WEEK	SPRING EXPRESS	SUMMER A	SUMMER B	SUMMER 12-WEEK
Term Dates	AUG 23 - DEC 18	AUG 23 - OCT 17	SEPT 25 - DEC 18	OCT 23 - DEC 18	JAN 4 - MAY 7	JAN 4 - MAR 2	FEB 5 - MAY 7	MAR 5 - MAY 7	MAY 9 - JUNE 20	JUNE 25 - AUG 6	MAY 9 - AUG 6
Early Registration	JULY 5 - AUG 22	JULY 5 - AUG 22	JULY 5 - SEPT 22	JULY 5 - OCT 20	NOV 15 - JAN 3	NOV 15 - JAN 3	NOV 15 - FEB 2	NOV 15 - MAR 2	APR 11 - MAY 8	APR 11 - JUNE 22	APR 11 - MAY 8
Late Registration	AUG 16-22	AUG 16-22	SEPT 18-22	OCT 16-20	JAN 2 & 3	JAN 2 & 3	JAN 29-FEB 2	FEB 26-MAR 2	MAY 8	JUNE 22	MAY 8
Classes Begin	AUG 23	AUG 23	SEPT 25	OCT 23	JAN 4	JAN 4	FEB 5	MAR 5	MAY 9	JUNE 25	MAY 9
Add/Drop	AUG 23-29	AUG 23-24	SEPT 25-29	OCT 23-24	JAN 4, 5, 8, 9 & 10	JAN 4-5	FEB 5-9	MAR 5-6	MAY 9-10	JUNE 25-26	MAY 9, 10, 11, 14 & 15
Last Day to Drop With Full Refund	AUG 29	AUG 24	SEPT 29	OCT 24	JAN 10	JAN 5	FEB 9	MAR 6	MAY 10	JUNE 26	MAY 15
CLAST Registration Deadline	SEPT 1	SEPT 1	SEPT 1	SEPT 1	JAN 19	JAN 19	JAN 19	JAN 19	MAY 4	MAY 4	MAY 4
Last Day to Make up "I" Grades From Previous Term	SEPT 21	SEPT 21	SEPT 21	SEPT 21	FEB 2	FEB 2	FEB 2	FEB 2	**	**	**
Graduation Application Deadline	SEPT 29	SEPT 29	SEPT 29	SEPT 29	FEB 9	FEB 9	FEB 9	FEB 9	MAY 25	JULY 13	JUNE 15
Last Day to Withdraw/Audit	OCT 27	SEPT 22	NOV 9	NOV 21	MAR 30	FEB 7	MAR 30	APR 16	MAY 29	JULY 24	JUNE 28
Last Day to withdraw from Classes	DEC 8	OCT 9	DEC 6	DEC 6	APR 25	FEB 19	APR 25	APR 25	JUNE 8	JULY 25	JULY 25
Term Ends*	DEC 18	OCT 17	DEC 18	DEC 18	MAY 7	MAR 2	MAY 7	MAY 7	JUNE 20	AUG 6	AUG 6
Commencement	DEC 19	DEC 19	DEC 19	DEC 19	MAY 8	MAY 8	MAY 8	MAY 8	—	—	—
CLAST Test Date	OCT 7 REGISTER BY SEPT 1	OCT 7 REGISTER BY SEPT 1	OCT 7 REGISTER BY SEPT 1	OCT 7 REGISTER BY SEPT 1	FEB 17 REGISTER BY JAN 19	FEB 17 REGISTER BY JAN 19	FEB 17 REGISTER BY JAN 19	FEB 17 REGISTER BY JAN 19	JUNE 2 REGISTER BY MAY 4	JUNE 2 REGISTER BY MAY 4	JUNE 2 REGISTER BY MAY 4
Student Holidays	SEPT 4 OCT 18 NOV 23-24 DEC 20-JAN 1	SEPT 4	OCT 18 NOV 23-24 DEC 20-JAN 1	OCT 18 NOV 23-24 DEC 20-JAN 1	JAN 15 FEB 21 MAR 12-16 APR 13	JAN 15 FEB 21	MAR 12-16 APR 13	MAR 12-16 APR 13	MAY 28	JULY 4	MAY 28 JULY 4

\*\*Check with Instructor for last meeting day of class and examination schedule.

Courses that are included in sessions other than those listed above will have different deadlines. Please see student services for dates.

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

## PALM BEACH COMMUNITY COLLEGE ADMINISTRATION

**Dennis P. Gallon, Ph.D., President**

Richard A. Becker, B.A., Vice President, Administration and Business Services

Vernon Haley, M.S., Vice President, Student Services

Sharon A. Sass, Ph.D., Vice President, Academic Affairs

John M. Schmiederer, Ed.S., Vice President, Workforce Development

Jack R. Tinsley Jr., M.B.A., Associate Vice President, Information/Technology

Patricia J. Anderson, Ed.D., Provost, Eissey Campus

R. Celeste Beck, Ed.D., Provost, South Campus

Helen B. Franke, Ed.D., Provost, Belle Glade

Maria Vallejo, Ph.D., Provost, Central Campus

Ellen Grace, Ed.D., Director, Human Resources

William C. Jenner, B.A., Executive Director, Foundation

Erin McColskey, M.S.

Director, Governmental Relations/Executive Assistant to the President

## PALM BEACH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

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James L. Watt, Esq., Vice Chair

Susan K. Baumel, Esq.

William B. Howden

Carolyn L. Williams

Palm Beach Community College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

### Disability Support Services/Access:

Susan Lang  
(561) 439-8382

### Employment Access:

Ardease Johnson  
(561) 439-8017

### Facilities Access:

John Wasukanis  
(561) 439-8198



## THE CATALOG

The *Palm Beach Community College Catalog* is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the Catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the Catalog are applicable as stated, but PBCC reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals.

Mindful of its responsibility to students, the College is committed to making every possible effort to keep students informed of any changes.

Though the College Catalog is produced as a reference guide, it is important for each student to assume ultimate responsibility to keep himself/herself apprised of current requirements for graduation for a particular degree program.

## GENERAL INFORMATION

930-2001 (toll free in Palm Beach County)  
(561) 434-5140

## BELLE GLADE

(561) 996-PBCC (7222)

## BOCA RATON

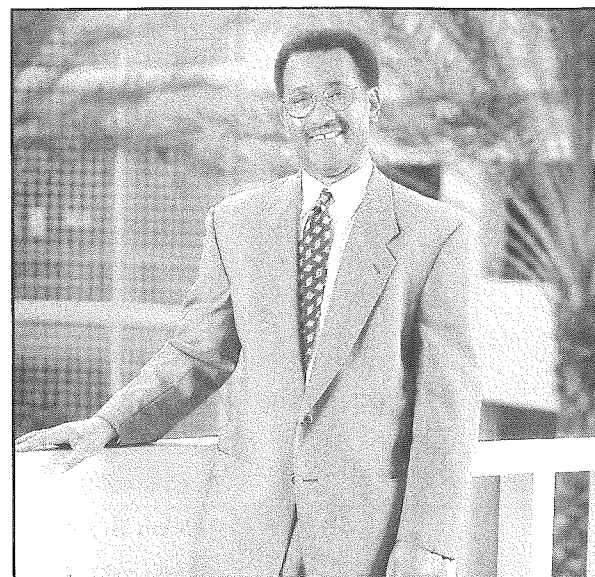
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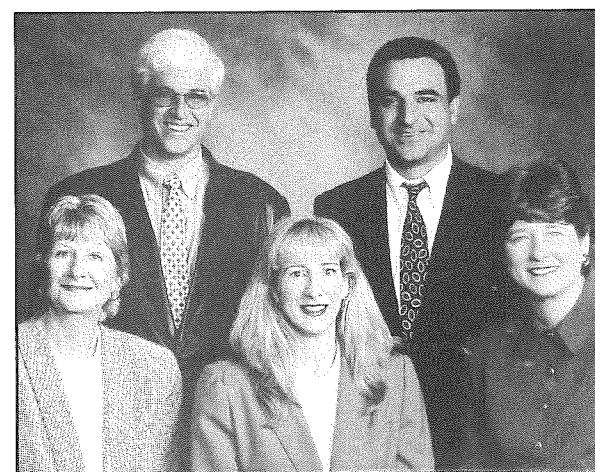
(561) 967-PBCC (7222)

## PALM BEACH GARDENS

(561) 624-PBCC (7222)



Dennis P. Gallon, Ph.D.  
President, Palm Beach Community College



1999 Teachers of Excellence

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Susan Lang  
Palm Beach Community College  
College Disability Support Services, MS #55  
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Lake Worth, FL 33461-4796  
Telephone: (561) 439-8382 (V/TTY)

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## WHERE TO CALL FOR ASSISTANCE

### ADMISSIONS

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4580
Lake Worth	(561) 439-8103/8342
Palm Beach Gardens	(561) 625-2400
International Admissions	(561) 434-5099

### ADVISEMENT/COUNSELING

Belle Glade	(561) 992-6172
Boca Raton	(561) 367-4508
Lake Worth	(561) 439-8174
Palm Beach Gardens	(561) 625-2463

### ATHLETICS

Lake Worth--College Teams	(561) 439-8067
Boca Raton--Women's Volleyball	(561) 367-4613
Belle Glade--Intramurals	(561) 992-6182
Boca Raton--FAU Recreation	(561) 297-3795
Lake Worth--Softball	(561) 439-8069
Palm Beach Gardens	(561) 625-2437

### BOOKS AND CLASSROOM SUPPLIES

Belle Glade	(561) 992-5007
Boca Raton	(561) 347-0480
Lake Worth	(561) 434-3600
Palm Beach Gardens	(561) 775-0083

### CAREER INFORMATION / GUIDANCE

Belle Glade	(561) 992-6172
Boca Raton	(561) 367-4629
Lake Worth	(561) 439-8056
Palm Beach Gardens	(561) 625-2560

### CAREER AND TECHNICAL EDUCATION

Belle Glade	(561) 992-6180
Boca Raton	(561) 367-4550
Lake Worth	(561) 439-8006
Palm Beach Gardens	(561) 625-2535

### CASHIER (BILLS, PAYMENTS OR ADJUSTMENTS)

Belle Glade	(561) 992-6151
Boca Raton	(561) 367-4505
Lake Worth	(561) 439-8020
Palm Beach Gardens	(561) 625-2504

### DEANS OF ACADEMIC AFFAIRS

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4565
Lake Worth	(561) 439-8164
Palm Beach Gardens	(561) 625-2587

### DEAN OF CAREER AND TECHNICAL EDUCATION

College	(561) 439-8085
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### DEAN OF ENROLLMENT MANAGEMENT

College	(561) 357-1370
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### DEANS OF STUDENT SERVICES

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4514
Lake Worth	(561) 439-8378
Palm Beach Gardens	(561) 625-2416

### DISABILITY SERVICES

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4582
Lake Worth	(561) 439-8054
Palm Beach Gardens	(561) 625-2428

### DUAL ENROLLMENT

Belle Glade	(561) 992-6182
Boca Raton	(561) 367-4511
Lake Worth	(561) 439-8174
Palm Beach Gardens	(561) 625-2402

### FACILITY RESERVATIONS

Belle Glade	(561) 992-6167
Boca Raton	(561) 367-4519
Lake Worth	(561) 357-1382
Palm Beach Gardens	(561) 625-2545

### FINANCIAL AID

Belle Glade	(561) 992-6182
Boca Raton	(561) 367-4512
Lake Worth	(561) 439-8174
Palm Beach Gardens	(561) 625-2537
College Graduation Office	(561) 439-8058

### GIFTS AND DONATIONS

Foundation	(561) 655-0478
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### GRADUATION APPLICATIONS

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4508
Lake Worth	(561) 439-8058
Palm Beach Gardens	(561) 625-2463

### GRIEVANCES AND APPEALS

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4515
Lake Worth	(561) 439-8378
Palm Beach Gardens	(561) 625-2416
ADA/504 Coordinator	(561) 439-8382

### HONORS

Office of Instruction and Academic Programs	(561) 367-4561
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### HOUSING

Count de Hoernle Student Village	(561) 582-9100
----------------------------------	----------------

### LOST AND FOUND

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4525
Lake Worth	(561) 439-8035
Palm Beach Gardens	(561) 625-2430

### PARKING PERMITS

Belle Glade	(561) 992-6151
Boca Raton	(561) 367-4505
Lake Worth	(561) 439-8035
Palm Beach Gardens	(561) 625-2430

### PUBLIC RELATIONS - INFORMATION

College Relations and Marketing	(561) 439-8076
College Information Center	(561) 434-5140



**REGISTRAR**

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4580
Lake Worth	(561) 439-8282
Palm Beach Gardens	(561) 625-2410
College Registrar	(561) 439-8106

**SCHOLARSHIPS AND LOANS**

Belle Glade	(561) 992-6152
Boca Raton	(561) 367-4512
Lake Worth	(561) 439-8386/8387
Palm Beach Gardens	(561) 625-2537

**SECURITY**

Belle Glade	(561) 992-6159
Boca Raton	(561) 367-4545
Lake Worth	(561) 439-8035
Palm Beach Gardens	(561) 625-2430

**STUDENT SERVICES**

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4515
Lake Worth	(561) 439-8174
Palm Beach Gardens	(561) 625-2416

**TESTING**

Belle Glade	(561) 992-6164
Boca Raton	(561) 367-4534
Lake Worth	(561) 439-8053
Palm Beach Gardens	(561) 625-2557

**THEATRES**

Belle Glade	
Dolly Hand Theatre	(561) 992-6160
Lake Worth	
Duncan Theatre	(561) 439-8141
Palm Beach Gardens	
Eissey Theatre	(561) 625-2345

**TUTORING**

Belle Glade	
CPI Lab	(561) 992-6187
Boca Raton	
CPI Lab	(561) 367-4553
Lake Worth	
CPI Computer Lab	(561) 439-8223
CPI English Lab	(561) 357-1393
CPI Math Lab	(561) 439-8048
CPI Reading Lab	(561) 439-8225
Palm Beach Gardens	
CPI English & Reading Lab	(561) 625-2517
CPI Math Lab	(561) 625-2515

**WORK ON CAMPUS (STUDENTS)**

Belle Glade	(561) 992-6152
Boca Raton	(561) 367-4629
Lake Worth	(561) 439-8386/8387
Palm Beach Gardens	(561) 625-2537

**WORK OFF CAMPUS (STUDENTS)**

Belle Glade	(561) 992-6152
Boca Raton	(561) 367-4629
Lake Worth	(561) 439-8056
Palm Beach Gardens	(561) 625-2560

**OTHER IMPORTANT PHONE NUMBERS****HISTORY**

Palm Beach Junior College became Florida's first public community college in 1933. the College initially was housed adjacent to Palm Beach High School and was governed by the Palm Beach County Board of Public Instruction until 1969. Today, this original site has been restored with offices and classrooms to serve students in downtown West Palm Beach.

In 1948, under the direction of its first president, Dr. John I. Leonard, the College moved to Morrison Field, now Palm Beach International Airport; it was relocated in 1951 to the Lake Park Town Hall. Finally, in 1956, the Palm Beach County Commission donated a 114-acre site in Lake Worth, and construction began on the College's first permanent campus.

Dr. Harold C. Manor assumed the presidency in 1956. Under his direction, the College experienced extraordinary growth in enrollment, staff, course offerings and services, including the addition of many technical and vocational programs. In 1965, Roosevelt Junior College, headed by Britton G. Sayles, merged with PBJC.

By the early 1970s, satellite centers were established in Belle Glade, Boca Raton and Palm Beach Gardens. Between 1974 and 1989, these centers developed, featuring permanent buildings, expanding student populations and complete academic programs.

Much of the growth during this time was the result of efforts by Dr. Edward M. Eissey, who was named the College's third president in 1978. He presided over the College's building boom, especially at the Belle Glade, Boca Raton and Palm Beach Gardens locations. In 1988, the College changed its name to Palm Beach Community College to more accurately reflect its comprehensive mission and the expansion of its programs and services.

Following Dr. Eissey's retirement in 1996, PBCC Vice President of Administration and Business Affairs Dr. G. Tony Tate, who had served the College for over 39 years, assumed the presidency on an interim basis. Dr. Dennis P. Gallon was named the College's fourth president in 1997.

Under Dr. Gallon's leadership, the College has continued the expansion of its comprehensive mission by adding an array of workforce training programs to meet the changing needs of business and industry. Other areas of focus include designing and implementing a contemporary technology infrastructure to improve the quality of instruction and college operations, expanding distance-learning opportunities through television and the internet, and creating partnerships with education, business and other institutions and agencies in the community.

**PHILOSOPHY**

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

**MISSION**

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

**ACCREDITATION**

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 : Telephone 404-679-4501) to award the associate in arts and associate in science degrees.

Accreditation has been granted by professional organizations for certain specific programs. This is noted in the Catalog on pages where the program is outlined. the absence of such a notation indicates that professional accreditation has neither been sought nor granted.

**MEMBERSHIPS**

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

**PALM BEACH COMMUNITY COLLEGE FOUNDATION**

The Palm Beach Community College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. the Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state.

The Foundation provides funding for endowed faculty chairs and raises scholarship funds. Applications for scholarships are available at all locations.

**PALM BEACH COMMUNITY COLLEGE COLLEGE DISTRICT****LOCATIONS**

Courses are offered at PBCC locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens and through satellite centers at Royal Palm Beach, Wellington Community High School and the de Hoernle Historical Building in West Palm Beach. Each location offers general education courses; however, certain programs may not be available at all locations.

**BELLE GLADE**

Nestled on the banks of a small lake, PBCC in Belle Glade opened in 1972. the permanent facility was built in 1977 and occupied in January 1978.

The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses.

In addition, the 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. the theater offers a variety of cultural and entertainment performances, and is available for rental by individuals and organizations for lectures and meetings.



## BOCA RATON

Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location.

PBCC's Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities and full-use privileges at the FAU library. PBCC in Boca Raton offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops.

## LAKE WORTH

The Lake Worth campus, located on Congress Avenue, is PBCC's largest and longest-established campus. It is bordered by Lake Osborne and John Prince Park, and has accommodated the educational needs of the community for over 40 years.

The 114-acre campus offers an extensive selection of majors leading to an associate in arts degree for those planning to transfer to universities, and associate in science degrees and certificates for those pursuing technical fields and certificate programs. In addition, the campus offers a wide variety of noncredit classes through the Career and Technical Education department. Among the many programs available at the Lake Worth campus, nursing, paramedic, dental health, hospitality/food service, early childhood, criminal justice, plumbing and electrical apprenticeship, drafting, interior design, graphic design and real estate programs have attracted many students from the community as well as the nation.

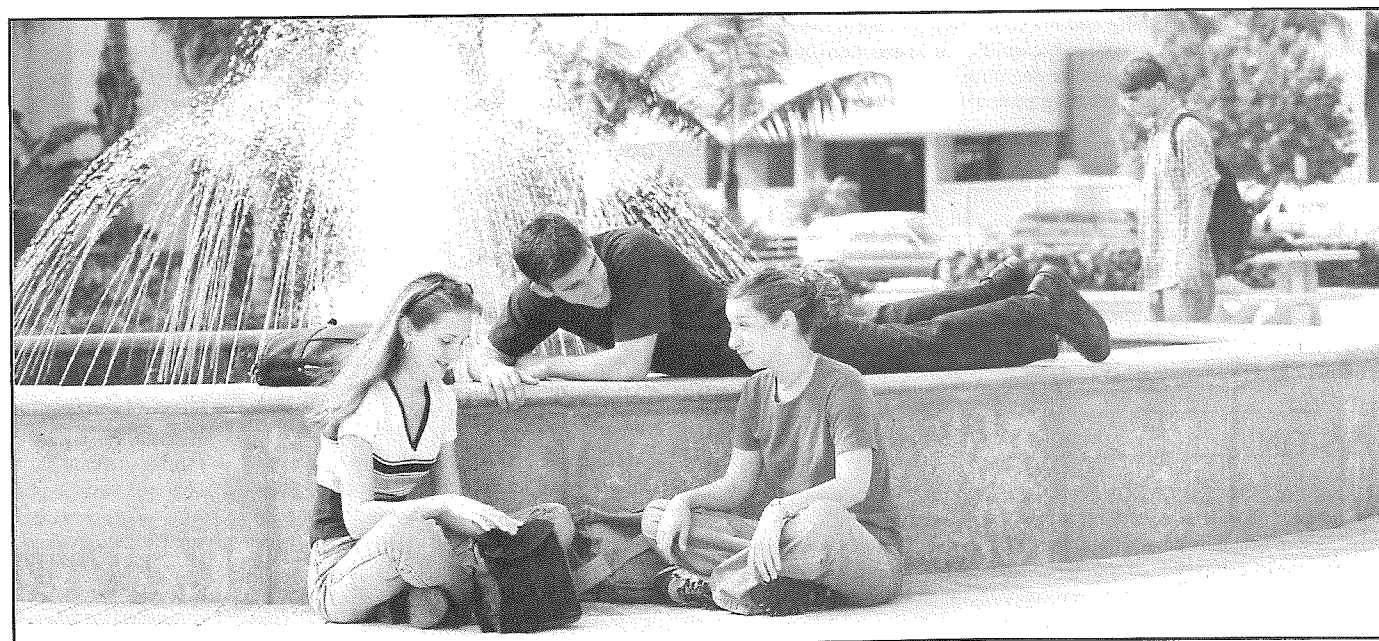
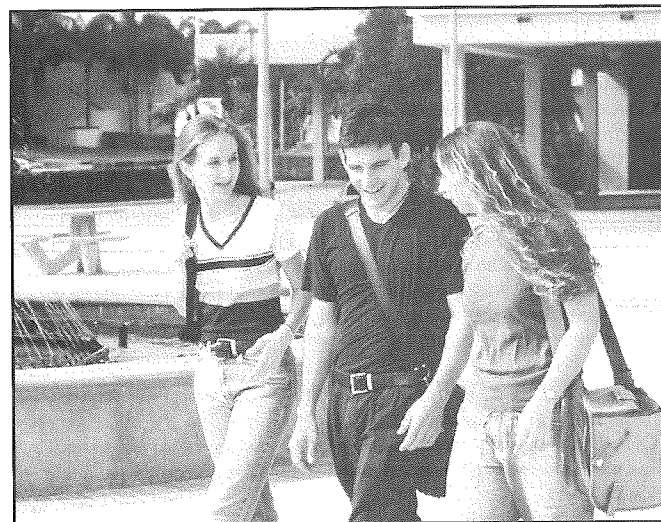
The spacious Watson B. Duncan III Theatre serves as the campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the public.

Count de Hoernle Student Village, a student apartment housing community that can accommodate over 600 individuals, is now available to students interested in walking or biking to and from the Lake Worth campus.

## PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. The A.S. degree, for those planning to enter the workforce, is available in computer information systems technology; film, television and video technology; legal assisting; environmental horticulture; respiratory care; business; and programs in medical imaging.

A 750-seat Edward M. Eisey Theatre presents educational and cultural programs for the benefit of the College and the public. The facility is also a training center for the campus theatre program. The campus has a Career Resource Center, a Center for Personalized Instruction, state-of-the-art computer classrooms and laboratories, a 250-seat Alfred W. Meldon Lecture Hall and an art gallery.



## ADMISSION CRITERIA

Candidates for admission who have graduated with a standard high school diploma from an approved Florida high school, or who have a U.S. General Education Development (GED) diploma, will be accepted at Palm Beach Community College. Some Post Secondary Adult Vocational (PSAV) programs may not require high school graduation. Refer to program information in this catalog.

Applicants from states other than Florida, who are graduates of out-of-state schools, regionally accredited high schools, colleges or universities, will be considered in accordance with current state statute. In accordance with Florida Statutes 232.246 and 232.02, home school education students may be considered for admission. Contact the Admissions Office for the necessary documentation. International student admission information is located in this chapter.

## ADMISSION POLICIES

### NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the Vice President of Student Services.

In accordance with Florida statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

The College District Equity Officer is located in the Office of Human Resources, 4200 Congress Avenue, Lake Worth, Florida 33461-4796, phone number (561) 439-8017. The Equity Officer's responsibilities include all areas of discrimination or alleged discrimination of protected classes.

### RELEASE OF TRANSCRIPTS

Upon admission, the student authorizes the College to release transcripts to governmental and educational agencies as appropriate. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated. Transcript requests must be made either in person or in writing. Telephone requests will not be honored.

### SPECIALIZED AND LIMITED ACCESS PROGRAMS

All students must complete the steps listed under Admission Procedures. Additional requirements for certain specialized programs are listed in Chapter 7 of this catalog. Requirements must be completed before admission to the College.

## ADMISSION PROCEDURES

Procedures for first-time-in-college students, or students transferring from another college or university, are as follows:

### 1. Application

Complete the application form in detail and forward it to the Admissions Office at the location you plan to attend. International applications must be sent directly to the Lake Worth campus. Incomplete applications will be returned.

### 2. Application Fee

The application fee is \$20 for U.S. citizens. For international students, the fee is \$30 U.S. currency (F-1, I-20 students only). The application fee is nonrefundable. There is no application fee for PSAV applications.

### 3. Transcripts

All final transcripts should be received by the Registrar's Office prior to orientation and registration. Candidates for Post Secondary Adult Vocational (PSAV) programs may also need to provide documentation of high school graduation.

### 4. Placement Tests

Each first-time-in-college or transfer, degree-seeking student who has not successfully completed college-level math and/or English must furnish official test scores from the Florida College Entry Level Placement Test (FCELP), ACT-E, or SAT I. The test must have been taken no more than two years prior to the admission date. Students who have not yet taken one of the placement tests listed above should contact the testing center on the campus where registering. PSAV students may be required to meet certain Test of Adult Basic Education (TABE) score requirements. Refer to program information in this catalog.

### 5. Orientation

Orientation is required of all first-time-in-college degree-seeking students before registration.

### 6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive an acceptance letter from the Admissions Office. Limited or selected admission programs require a second step in the admission process.

Any student falsifying application records will be subject to immediate dismissal without refund.

### 7. Non-Degree Status

Students who have been admitted for credit course work may classify themselves as non-degree seeking (credits will be granted for completed courses). The non-degree status may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1 visa. Non-degree-seeking students are not eligible for financial aid or participation in campus organizations.



## CREDIT FOR PRIOR LEARNING

College credit may be awarded for acceptable scores through Advanced Placement (AP) College Level Examination Program (CLEP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for more advanced work. CLEP, AP or IB credits may not be applied toward grade forgiveness.

Students with official transcripts of acceptable scores issued directly to the college from the program in question may be awarded up to a maximum of 45 semester hours of credit.

## ADVANCED PLACEMENT (AP)

It is the policy of Palm Beach Community College to grant college credit to a student who presents a score of 3, 4 or 5 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit granted by Palm Beach Community College is transferable to participating Florida institutions of higher education.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students may earn a maximum of 21 credit hours from the following general examinations: natural sciences, mathematics, humanities, social sciences and history. Additional credits may be earned through various subject examinations. CLEP credit may not be used to satisfy courses with Gordon Rule writing requirements.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit.

## DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course examinations. Any credit earned will be reported to the student but will not be placed on his/her transcript until after the student has registered for that course. Institutional challenge exams may not be taken more than once. If the student drops during the add/drop period, the credit will not be granted.

## INTERNATIONAL BACCALAUREATE (IB)

PBCC grants college credit to a student who has received a diploma from the International Baccalaureate program for higher level and subsidiary level subjects with scores of 4 or above, up to a maximum of 30 semester hours. For those students who have the IB Certificate only, college credit will be awarded for higher level subjects with scores of 5 or above.

## EARLY ADMISSION

High school seniors meeting all the requirements for high school dual enrollment (as listed in this chapter) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Community College. Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the Early Admission program requires a College GPA of 2.0 or higher.

The student may be awarded a high school diploma with his/her regular class or as determined by the high school principal, provided that the student has completed two college semesters or equivalent with a normal class load and has maintained a college GPA of 2.0 or higher.

[www.pbcc.cc.fl.us](http://www.pbcc.cc.fl.us)

## EXPERIENTIAL LEARNING

The experiential learning assessment process is designed to recognize the academic value of learning through experiences outside the college classroom including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study. PBCC is also a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

## ASSESSMENT

*Assessment involves the following:*

- Written or performance tests
- Preparation of a portfolio describing learning and how it was acquired
- Evaluation of certificates and licenses
- Interviews with faculty members
- Review of external agency recommendations

The program area responsible for the courses for which credit is requested determines the method of assessment.

Not all courses are assessable courses. Courses being assessed must be offered as a requirement or an elective in an A.S. degree or certificate program at PBCC. General education courses are not assessable.

## PROCESS

After being admitted to the College as a regular degree-seeking student and selecting an academic program with the help of a counselor or advisor, the student must

1. Meet with the appropriate program leader to determine if an assessment process is available for selected courses.
2. Apply for assessment on forms available from the department or student services.
3. Consult with the department, program manager or designated faculty evaluator to determine requirements for assessment and fees required.
4. Discuss student responsibilities in the assessment process, including:
  - a. Meeting with an instructor for an oral or written exam.
  - b. Preparing for a written exam by reviewing textbooks.
  - c. Arranging for an instructor to interview an employer as well as a work-site visit.
  - d. Presenting certificates and licenses for authentication.
  - e. Developing a portfolio of experience.
  - f. Providing ACE recommendations for military training.
5. Pay necessary fees (minimum fee \$15 per course) for assessment. It is possible that academic credit will not be awarded as requested, but the cost of assessment remains the same.

## AWARD OF CREDIT

The assessment process may take from several hours to several months, depending on the amount of credit requested and the methods of assessment required. When the process is completed, the results are forwarded to the Dean of Career and Technical Education for final review and verification. The Dean will request the Registrar to post the credits to the transcript. Credits awarded are held in escrow until the student satisfactorily completes 15 credits of college-level course work at PBCC. Experiential credit may not be used to meet the residency requirement for the 15 hours prior to graduation.

## HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school, or receiving home school education, to enroll tuition free concurrently in courses offered by Palm Beach Community College. Credits earned must be applied toward high school graduation.

Qualified students must obtain a Dual Enrollment Permission Form from the high school guidance counselor. Home school students may obtain the form from the PBCC Dual Enrollment Coordinator on each campus. The completed form must be submitted to the Registrar's Office, along with a regular PBCC application form for admission. A new Dual Enrollment Permission Form must be submitted for each term enrolled. After the form has been submitted, the student may then register for the PBCC course(s) offered at the high school site or, with special permission from the high school principal, courses offered on the college campus. Preparatory courses, physical education courses, courses less than three credits (unless a corequisite), and duplicates of courses available at the high school level (such as MAT 1033 and CHM 1015) are not eligible.

Students are responsible for their own transportation and parking decals. Dual enrolled students are considered to be high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met. Graduating high school seniors cannot enroll in a dual enrollment course(s) for the summer term. Grades earned will become part of student's permanent high school and college transcripts.

## COLLEGE CREDIT DUAL ENROLLMENT

Any Palm Beach County high school student, in order to be eligible for participation in the dual enrollment program, must have:

1. Completed his/her sophomore year.
2. Achieved a weighted or unweighted GPA or HPA of 3.0 or higher. (NOTE: Students with a 2.5 GPA are eligible to take Strategies for College Success, SLS 1501).
3. Satisfied any course prerequisites.
4. Placement testing scores adequate for college level English or mathematics, when applicable.
5. A recommendation and approval from parent and high school counselor or principal.
6. An expressed intention to pursue a college degree.

Students participating in dual enrollment must maintain a 3.0 weighted or unweighted high school grade point average and must earn a grade of C or higher in their college-level courses to continue participation.

Dual enrolled students will not be permitted to participate in College clubs and organizations. Students may participate in Honors courses or Honors option contracts with a 3.5 cumulative GPA.

## PSAV DUAL ENROLLMENT

To be eligible for dual enrollment in PSAV programs a student must:

1. Have completed their sophomore year.
2. Have a minimum of a 2.0 weighted or unweighted GPA.
3. Be the appropriate age (if applicable for the program).
4. Be approved by the high school dual enrollment PSAV counselor/administrator.
5. Have TABE Level D appropriate scores.
6. Complete the Palm Beach Community College PSAV Application.
7. Complete the Palm Beach County High School PSAV Dual

Enrollment Permission Form and get signatures from the appropriate high school dual enrollment administrator.

8. Be free of any outstanding obligations to the high school prior to registering.
9. Student qualifications listed above must be completed prior to the deadlines established by the high school and PBCC.
10. Credits awarded equal one high school credit per 150 contact hours.

Students should contact their high school guidance counselor for more information.

## INTERNATIONAL STUDENTS

Palm Beach Community College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures.

*Additional requirements for international students are:*

1. The international applicant should start the admissions process at the earliest possible date prior to the beginning of any college semester. Three months lead time is recommended to ensure enrollment as requested. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC. Applications for international students will be accepted for the Fall and Spring 16-week terms only (August or January).
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to at least United States high school graduation as determined by the Registrar. University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company. (Information on accrediting companies is available in the Registrar's Office.)
3. International applicants whose native language is not English must present evidence of proficiency in speaking, writing and understanding the English language by submitting a score of 500 or higher on the Test of English as a Foreign Language (TOEFL) or 173 or higher on the computerized TOEFL. The TOEFL is administered by the ETS, the Education Testing Service, Princeton, New Jersey 08450, USA.

The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the International Student Office at PBCC (PBCC TOEFL Code is #5531). A score of 70 on the MELAB (Michigan Test) will be accepted in lieu of the Test of English as a Foreign Language. A score of 110 on the Comprehensive English Language Test (CELT), administered by PBCC, may be used to demonstrate proficiency in the English language.

4. Applicants must present a statement from a local sponsor indicating that the sponsor will assume responsibility for housing accommodations and transportation.
5. International student applicants must provide an affidavit of support since students on student visas are required by law to have sufficient funds to cover all living expenses, tuition and fees for a minimum of one year. These funds must be available prior to the time the student registers for each term. No federal financial aid is available to international students, although limited funds are sometimes made available by local community organizations through the Financial Aid Office.
6. International applicants transferring from any post-secondary institution must have at least a 2.0 GPA, be in-status with

For information call (561) 434-5140

immigration and be in good standing (i.e., eligible to continue, at or return to, their present institution).

7. Medical insurance is required of all international students and can be provided through the International Student Office.
8. It is the student's responsibility to comply with all non-immigrant alien requirements from the United States Department of Justice, Immigration and Naturalization Service Laws and Regulations.

**The following conditions apply:**

- a. International students must maintain full-time academic status (12 hours both fall and winter semesters) and may not enroll as non-degree seeking students.
- b. International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.
- c. International students must keep a current passport that is valid for at least six months into the future.
- d. International students must have travel documents reviewed by the international student advisor before leaving the USA.
- e. Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the U.S. Immigration Service.

Applicants will be notified by the International Student Office of their acceptance and will then be provided with Form I-20 as required by the United States Immigration and Naturalization Service.

Palm Beach Community College has been approved to issue M-1 Student Visas. Contact the International Student Office for information.

## MILITARY SERVICE CREDITS

PBCC grants credit for United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level GED tests. However, students may use the USAFI high school certification or GED for admission to the College. PBCC is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences. The College follows the guidelines in Florida State Board Rule 6A-10.024(12) for awarding credit for Defense Activity of Non Traditional Educational Support (DANTES) exams

## PLACEMENT TESTING

All first-time-in-college, degree-seeking students must present scores from the FCELPT unless SAT I or ACT-E scores that are not older than two years place student into college level coursework. (See Table 2-1.) As shown on Table 2-1, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area. Students identified as English as a Second Language (ESL) students may be required to take ESL courses.

Each advisor will use this information for placement of a student in mathematics, English, reading, or Gordon Rule writing classes.

1. The FCELPT will be the test used in the initial placement of students in mathematics, English reading and "Gordon Rule" writing courses.
2. Each first-time-in-college student entering a credit program shall be tested for placement purposes.
3. Prospective students must take the FCELPT. Application may be made at any high school guidance office or the Palm Beach Community College Testing Center. The student will bear the cost of the test.

4. Students who test into preparatory English and/or reading courses must complete Strategies for College Success (SLS 1501) during their first 12 hours of course work.
5. Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
6. Students who test into the college preparatory program shall begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed. Students who test into college preparatory English cannot enroll in any Gordon Rule writing course. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite. Those who test into college preparatory reading cannot enroll in any Gordon Rule course which requires college-level reading skills until the preparatory course(s) in the respective areas have been successfully completed.
7. College preparatory courses in mathematics, English and reading shall be graded pass or no pass and will be three contact hours per week. ESL college preparatory courses in English and reading shall be graded pass or no pass and will be three contact hours per week.
8. Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESL preparatory courses.
9. The entry-level test cutoff scores are determined by the Florida Commissioner of Education and the State Board of Education. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
10. Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1. Students may register for a course lower than indicated by test scores but not in a higher one.
11. College preparatory courses (ENC 0001 College Preparatory English I, ENC 0010 College Preparatory English II, MAT 0012 Basic Algebra I, MAT 0020 Basic Algebra II, REA 0001 College Preparatory Reading I, REA 0010 College Preparatory Reading II, ESL 0001 Speaking & Listening I, ESL 0002 Speaking & Listening II, ESL 0020 ESL Reading I, ESL 0021 ESL Reading II, ESL 0121 ESL Reading III, ESL 0040 ESL English I, ESL 0041 ESL English II, ESL 0181 ESL English III), if indicated through placement testing, must be completed in addition to all course requirements in the program you choose.

## TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is a state requirement for students entering PSAV certificate programs of more than 180 contact hours. Any student enrolling in these programs without TABE scores will be tested during the first week of class. Students with an A. A. degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the ACT-E, FCELPT or SAT I are exempt from the TABE exam. See program information for required TABE scores.

**Note:** EMT, Minimum Standard Fire, Criminal Justice and Dental Assisting are Limited Access Programs and follow procedures specific to those programs. Exemptions may not be available for these programs.

Table 2-1

PLACEMENT TEST SCORES

COURSES	ACT ENHANCED	SAT 1	Florida College Entry Level Placement Test (FCELPT)
ESL 0020 - ESL Reading Level I *	*	*	0-54 (RC)
ESL 0021 - ESL Reading Level II	*	*	55-68 (RC)
ESL 0121 - ESL Reading Level III	*	*	69-82 (RC)
ESL 0040 - ESL English Level I *	*	*	0-54 (SS)
ESL 0041 - ESL English Level II	*	*	55-68 (SS)
ESL 0081 - ESL English Level	*	*	69-82 (SS)
ESL 0001 - ESL Speaking & Listening I	N/A	N/A	TBA
ESL 0002 - ESL Speaking & Listening II	N/A	N/A	TBA
* Students required to prove English proficiency may be placed into the ESL Foundation Program. NOTE: ESL placement scores subject to revision. * Must take FCELPT if ACT/SAT scores do not place into college-level course NOTE: Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.			
REA 0001 - College Prep Reading I	*	*	0-60 (RC)
REA 0010 - College Prep Reading II	*	*	61-82 (RC)
ENC 0001 - College Prep English I	*	*	0-60 (SS)
ENC 0010 - College Prep English II	*	*	61-82 (SS)
* Must take FCELPT if ACT/SAT scores do not place into college-level course			
ENC 1101 - College Composition I	17 & above (English)	440 & above (Verbal)	83 & above (both RC & SS)
ENC 1102 - College Composition II	27 & above (English)	600 & above (Verbal)	87 & above (both RC & SS)
MAT 0012 - Basic Algebra I	*	*	0-32 (EA)
MAT 0020 - Basic Algebra II	*	*	33-71 (EA)
* Must take FCELPT if ACT/SAT scores do not place into college-level course			
MAT 1033 - Intermediate Algebra B ++ - or - MGF 1106 - Liberal Arts Mathematics - or - MGF 1107 - Finite Math	19 & above (Math) or MAT 0020	440 & above (Math) or MAT 0020	72 & above (EA) or MAT 0020
MAC 1105 - College Algebra ++ - or - STA 2023 - Statistic ++	20 & above (Math) or "C" or above in MAT 1033	450 or above (Math) or "C" or above in MAT 1033	72 & above (EA) and 44 & above (CLM) or "C" or above in MAT 1033
MAC 1114 - Trigonometry ++ - or - MAC 1140 - Precalculus ++	22 & above (Math) or "C" or above in MAC 1105	480 & above (Math) or "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105
MAC 2233 - Survey of Calculus ++	23 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	510 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 or MAC 1140 (preferred)
MAC 2311 - Calculus & Analytic Geometry. I +++	28 & above (Math) or "C" above in MAC 1114 and MAC 1140	560 & above (Math) or "C" or above in MAC 1114 and MAC 1140	72 & above (EA) and 95 & above (CLM) or "C" or above in MAC 1114 and MAC 1140
++ One year of High School Algebra are required +++ Two years of High School Algebra is required +++ High School Trigonometry is recommended			
NOTE: Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I			



## READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of one or more academic years should:

1. Complete a re-admission form from the Registrar's Office.
2. Send for additional forms or transcripts necessary to update admission records.

## RESIDENCE CLASSIFICATION

A student's residence classification is determined at the time of his/her first registration at Palm Beach Community College. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted along with evidence of residency to the Registrar's Office prior to the first class meeting.

### IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship must accompany the application, when applicable. Final residence determination will be based on state guidelines and will be determined by the Registrar. Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.)

1. Active-duty members of the armed services of the United States stationed in Florida, their spouses and dependent children.
2. Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education their spouses and dependent children.
3. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must be enrolled on a full-time basis.
4. Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
5. A person who establishes legal residency in the state may be considered a resident for fee purposes if their spouse has already established 12 months legal domicile in the state.
6. A dependent child whose parent(s) has established residency in the state of Florida for a minimum of 12 months and who is divorced, separated or otherwise living apart shall be deemed to be a Florida resident for fee purposes regardless of which parent is entitled to claim the child for income tax purposes.
7. A person who has established 12 months residency in the state who later loses his/her residency may be considered a resident for fee purposes for 12 months after the point of abandonment.
8. A person who re-establishes his/her residency within 12 months after abandoning his/her residency is considered not to have lost residency. This is a one-time benefit.
9. Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship are required.
10. Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program.

11. U.S. citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

### OUT-OF-STATE RESIDENCY

Unless a student (or, if a dependent, his parent(s) or legal guardian) has had his place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding his registration, and established certain legal ties to the state, he will be classified as an out-of-state student. Employees of the School District of Palm Beach County or of Palm Beach Community College, who are themselves students at PBCC and who wish to request a waiver of out-of-state tuition fees, may obtain the proper form from the Palm Beach County Superintendent's Office or from the College.

### RESIDENT ALIENS AND OTHERS

Students who are permanent residents of the United States, refugees, or parolees must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of class. F-1 visa students and others with non-immigrant visas cannot be considered for in-state residency.

## STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

The General Education Development (GED) test is administered to students who are at least 18 years of age in the Office of Adult Education (an official testing center for the Florida State Department of Education). For PBCC, official transcripts must be sent directly from the GED testing center to the Admissions Office. Applicants who have passed the GED are given the same rights and privileges as a student with a standard high school diploma.

## STUDENTS WITH DISABILITIES SUBSTITUTION

Eligible students with disabilities (as defined by State Board of Community Colleges Rule 6A-10.041) shall be considered for reasonable substitution with regard to admission and graduation requirements, provided that the inability to fulfill the course requirements is due directly to the disability and that appropriate accommodations will result in success.

The Academic Substitution Committee (consisting of a student services administrator, academic affairs administrator, a disabilities services advisor and two other professional personnel) reviews substitution requests, identifies reasonable substitutions and makes substitution decisions on an individual basis.

## TECHNOLOGY PREPARATION (TECH PREP)

PBCC and the School Board of Palm Beach County offer programs that provide technology preparation (Tech Prep) components. Through their Inter-Institutional Articulation Agreement, these institutions agree that students who complete technology "pathways" (programs of study) in high school can qualify for college credit that applies to certain A.S. or A.A.S. degree programs or vocational certificates.

These programs and certificates are indicated in this catalog with a designation of "TPA," (Tech Prep Articulated), after the program or certificate name listing (Chapter 7). Students who are interested in qualifying for this type of credit must first check with their high school counselors to verify that they have completed the "pathway" courses at the high school level and any other requirements. Then, upon registering at PBCC, the student should contact the manager of the program of interest or Dr. Maria Vallejo, Central Campus provost, (561) 357-1324, vallejom@pbcc.cc.fl.us about further course requirements to qualify for credit for completed high school courses.

## TRANSFER CREDIT

Students may transfer credit from other institutions into PBCC; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP or credit by exam). All courses received for transfer credit must be evaluated and approved by the College Registrar's Office. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student earned at the original institution. Quarter-hour credits will be converted to semester hours.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. An institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College Registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from colleges outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies (information on these companies is available in the Registrar's Office).

## TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the College Registrar's Office from each college or university attended.
2. Palm Beach Community College accepts on transfer only those courses completed at other regionally accredited institutions with grades of D or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. D grades cannot be used to satisfy any General Education requirements.

Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the PBCC Admissions Appeals Committee.

## TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution must complete a Palm Beach Community College application form or, if they have previously been students at PBCC, a re-admission form. An official college transcript or a letter of good standing must be mailed directly to the Registrar's Office. If the student wishes to continue attendance at Palm Beach Community College, he/she must complete admissions requirements.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College. International students must submit a written authorization from the International Student Office of their home institution.



## FINANCIAL AID

The mission of the Office of Financial Aid at Palm Beach Community College is to help students secure the resources necessary to pursue a post-secondary education, while striving to control excessive educational indebtedness at the community college level. The office is challenged to find a reasonable mix of family funds and student aid funds to assist with educational costs.

In an effort to accomplish this mission, the Office of Financial Aid:

- sets departmental goals that reflect and support the goals and mission of the institution
- awards aid to students according to financial need, as determined by federal methodology
- allows for flexibility in institutional policy to consider unusual circumstances, recognizing that each student's financial situation is unique
- plays a proactive role for the purpose of providing an understanding of financial aid
- provides information to ensure that the student understands his or her rights and responsibilities
- offers guidance in financial and academic matters, especially as they relate to satisfactory academic progress
- strives to serve students with sensitivity, courtesy and timeliness
- facilitates student access and student success.

Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are awarded on the basis of financial need and do not have to be repaid. Scholarships do not have to be repaid and are awarded for various reasons including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be paid back according to the terms of the loan agreement. For detailed information on financial aid programs offered at PBCC, refer to the Panther Aid publication available in the Financial Aid Office.

### EMERGENCY LOANS

Emergency loans are available to assist students facing unexpected short-term financial difficulties. Loans will be approved for documented financial emergencies at the discretion of the campus financial aid coordinator. Students are limited to one emergency loan per semester up to a maximum of \$400. A two percent service charge will be collected upon repayment of the loan. Failure to repay the loan according to the specified terms may prohibit the student from receiving subsequent emergency loans from PBCC.

### FINANCIAL AID APPLICATION

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available through the Financial Aid Office on each campus. The student needs to complete only one FAFSA per academic year. The student must follow all instructions carefully as filling out this form right the first time will speed up the financial aid process. Assistance with completing the FAFSA is provided by the Financial Aid Office on each campus. Students must fill out the FAFSA completely and mail it to the federal processor in the envelope provided. Students with Internet access can file a FAFSA at <http://www.fafsa.ed.gov>. The Financial Aid Office will use the results of this application to determine financial need and financial aid awards.

### FINANCIAL AID FOR STUDENTS WITH DISABILITIES

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. There are no programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office that are specifically for

students with disabilities. The DSS Office maintains a small list of specialized scholarships, but the list is very limited.

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disabilities under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time course load requirements with an academic advisor or student services counselor for their respective program. Additionally, the nature of the disability must warrant the adjustment. A financial aid counselor can determine how a reduced course load will affect their aid.

Students should be aware that federal law requires the Federal Pell Grant funds be prorated based on the number of credits taken, and that the student financial aid budget will also be reduced accordingly. In addition, to participate in the federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits. Finally, as always, eligibility for financial aid depends upon satisfactory academic progress.

### STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAM PARTICIPATION

According to federal regulations, students participating in any federal financial aid programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These standards will also apply to state programs. Calculation under these standards will include all terms of enrollment, regardless of whether the student was a financial aid recipient. These standards were effective for all financial aid recipients as of Fall Term 1999.

### MINIMUM STANDARDS

To be considered as making satisfactory academic progress, the student must maintain the minimum cumulative GPA (as shown in Table 3-1) and a minimum 67% course completion rate (audits, failures, incompletes, repeats, and withdrawals are included as attempts).

**TABLE 3-1**  
**Required Minimum Standards**

CUMULATIVE HRS. ATTEMPTED	CUMULATIVE GPA
1-14	1.4
15-27	1.6
28-45	1.8
46-90	2.0
91 and up no longer eligible to receive Financial Aid	

Federal regulations require that students complete their programs in a period no longer than 150% of the published program length. Students seeking the A.A. degree will be eligible to participate in the financial aid programs offered at PBCC until they have attempted 90 credit hours. Student seeking A.A.S. and A.S. degrees and certificates will also be eligible until they have attempted 150% of the number of credit hours needed for their program as published in the *Palm Beach Community College Catalog*. All credits that appear on the student's transcript will be counted as cumulative hours attempted regardless of the grade received including transfer credits, CLEP hours and repeated courses, and certain ESOL courses if designated as credit courses by transferring institution.

College Prep course work will not be included when applying these standards. However, the student is eligible to receive financial aid for a maximum of 30 college prep hours.

All incomplete grades (grades of I) will be counted as failing grades (grades of F) until the Registrar's Office posts the final grade on the transcript.

These standards will be assessed at least once per academic year. Students who fail to meet the minimum standards will be suspended from all federal and state financial aid program participation until they have earned the appropriate GPA and have achieved the required minimum completion rate. Students who exceed the maximum time frame will be terminated from all federal and state financial aid program participation at PBCC.

A student who is placed on financial aid suspension or termination will not be eligible to receive any federal or state funding, including student loans. Students who are suspended must pay for their own classes until they have earned the minimum required GPA and hours. Students will not be reimbursed for the courses taken while on suspension.

### APPEALS

Students may appeal suspension or termination status based on the following mitigating circumstances:

1. Death in the family affecting the student's academic performance
2. Illness of the student or immediate family member having direct affect upon the student's academic record
3. Other extraordinary circumstances determined acceptable by the Financial Aid Office.

These students must complete a Financial Aid Suspension/Termination Appeal Request form and submit it to their campus Financial Aid Office. If denied, the student may pursue further review by the Financial Aid Committee.

Upon approval of a suspension appeal, the student's financial aid eligibility will be reinstated for the current term, during which he or she must achieve the minimum standards.

Upon approval of a termination appeal, the student must maintain a minimum 2.0 GPA and earn all credit hours attempted.

### POLICY FOR WITHDRAWALS

Students who withdraw from the College (all courses in a given term) and are receiving financial aid will be subject to the Refund and Repayment Policy and may have to return funds. (See the following section.) In addition, withdrawals affect the qualitative measure of progress and the time frame for degree completion listed above.

### REPAYMENT OF TITLE IV FUNDS

The amount of Title IV aid a student must repay is determined via the Federal Formula for Returns of Title IV Funds, as specified in Section 484B of the Higher Education Act. This statute also specifies the order of return of the Title IV funds to the programs from which they were awarded.

### STUDENTS IN DEFAULT ON TITLE IV LOANS

Students in default will not have access to transcripts or registration. Before a default hold will be lifted to send out a student academic transcript, a letter must be on file from the lender stating that the student has worked out a payment plan and is showing a good faith effort to pay the loan. In the case of lifting a default hold to allow a student to register at the College, the student must prove that he or she has made a good faith effort to repay the loan or provide evidence that it is in the best interest of the College, student and lender for the student to be allowed to continue at the College.

### TRANSFER STUDENTS

Any student who transfers to PBCC from any other school beyond high school must provide official transcripts from all other schools attended. The transcripts must be evaluated by PBCC before there can be an offer of financial aid.

## TUITION AND FEES

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. All fees are subject to change by action of the Florida Legislature and the PBCC District Board of Trustees.

### Application and Registration Fees

#### NON-REFUNDABLE FEE

Application Processing Fee for	
Credit Student	.....\$20
Application Processing Fee for	
International Student	.....\$30
Registration Fee (one time per term)	.....\$5
<i>Note: There is no processing fee for PSAV application.</i>	

### Tuition Fees

#### PER SEMESTER HOURS- ALL TERMS

In-State Student	
(Florida residents)	.....*\$46.14
Out-of-State Student	
(Non-Florida resident)	.....*\$170.49
PSAV In-State Student	
(Florida resident)	.....*\$1.60 per contact hour
PSAV Out-of-State Student	
(Non-Florida resident)	.....*\$6.73 per contact hour

\*Fee Subject to Change

### Application Fees for Limited Access Programs

Dental Hygiene	.....\$20
Occupational Therapy	.....\$20
Nursing	.....\$20
Radiography	.....\$20
Sonography	.....\$20
Respiratory Care	.....\$20
Dental Assisting	.....\$10
Paramedic	.....\$10

## HOPE SCHOLARSHIP AND LIFELONG LEARNING TAX CREDITS

Under the provisions of the 1997 Taxpayer Relief Act, the "HOPE Scholarship" was established for education-related expenses paid after January 1, 1998. The tax credit applied to a student's first two years of college and eligibility is based on a family's income level. There are also tax credits for lifelong learning and some student loans' interest. For further information on educational tax credits, please contact a tax advisor or the Internal Revenue Service.



## SPECIAL FEES

Special fees are assessed in addition to the basic fee schedule. Special fees may vary from campus to campus.

## APPLIED MUSIC

All applied music courses require special fees. Applied music courses are numbered MV and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice) or MVW (Woodwinds).

Applied Music Fees	
CLASS INSTRUCTION	FEE
2 hours weekly .....	\$40
PRIVATE INSTRUCTION	FEE
1 hr. weekly,	
2 semester hrs credit, fall, spring terms .....	\$40
1-1 1/2 hrs. weekly	
1 semester hr. credit, spring, summer terms .....	\$50

## DELINQUENT ACCOUNTS

Returned Check Fee-\$20 or five percent of check, whichever is greater.

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the office of Student Services will inform the student that he/she has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College and have all academic records frozen until the account is cleared.

Dental Hygiene Clinic	
ADULT (AGE 18 AND OLDER):	
Prophylaxis & X-rays .....	\$35
Screening .....	\$5
Screening & X-rays .....	\$15
Sealants per tooth .....	\$2
CHILD (AGE 17 AND UNDER):	
Prophylaxis & X-rays .....	\$15
Screening .....	\$2
Screening & X-rays .....	\$10
Sealants per tooth .....	\$2
RADIOGRAPH DUPLICATION:	
Mailed .....	\$6
Picked up .....	\$5

## EXAMINATION FEES

Variable fees are charged for some exams such as make-up exams.

## INDIVIDUAL PROGRAM COSTS

Individual program costs vary. In some programs, students must purchase approved uniforms and/or special kits as required.

## LIABILITY

Student Insurance Fee of \$25 is required in certain courses where the student is providing a service to the public and is payable once per academic year.

## LIBRARY

If a book is lost, the student responsible must pay the acquisition price of that book. For an overdue book, the charge is \$.10 a day per school day, excluding weekends. Students will be charged up to the acquisition price of the book.

## PARKING, TRAFFIC AND MOVING VIOLATIONS

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-time and part-time) will not be charged for decals. Decals will expire August 1 of each year. (Amounts charged for decals, parking and traffic fines are subject to change by the District Board of Trustees.) Fraudulent use of a parking decal can result in a fine equal to the appropriate fee.

Decals will be obtained at the Security Office and College bookstore for the following amounts:

- Academic Year-\$10
- One Term-\$5

Decals will be required for continuing studies workshops as follows:  
(a) Up to seven weeks, temporary guest decals will be issued free.  
(b) Seven weeks or more, a decal must be purchased, priced as above.

PBCC's campus in Boca Raton is located at Florida Atlantic University, and therefore fines and violations are defined by the FAU Traffic and Parking Department. Detailed information is provided upon purchase of a decal at the Cashier's Office.

Decals	
DECAL	FEES
Fall or spring term .....	\$5
Summer term .....	\$5
Annual .....	\$10
Replacement and for temporary use of another vehicle .....	\$1

Parking and Traffic Fines	
MOVING VIOLATIONS OFFENSE	FEES
First .....	\$10
Second .....	\$20
Third .....	\$30
Fourth .....	Automatic suspension of campus driving privileges
Parking in Handicapped Space .....	\$25
Failure to Register a Vehicle .....	\$10
Parking & Miscellaneous Violations .....	\$10

## SENIOR CITIZEN REDUCED TUITION

\$10 per credit hour plus any per class special fees. A one-time application processing fee of \$20 and a \$5 per term registration fee applies.

Senior citizens, 60 years of age or older, may register each fall, spring or summer term for a maximum of two credit courses per term on the day after the final day of the regularly scheduled add/drop period, on a space-available basis if all prerequisites have been met. There is a fee payment of \$10 per credit hour, regardless of Florida residency status. The student activity fee, financial aid fee and capital outlay fee will not be charged.

Senior citizens will be expected to pay the one-time application fee and all regularly assessed special fees and registration fees for any courses in which they enroll.

## SHORT COURSE, NONCREDIT

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering. No refunds of \$10 or less will be made for workshops except for cancellations.

## STUDENT FEE AUDIT

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Over collection of fees will be refunded.

## TELEVISION COURSE

All courses offered by television will have a special \$20 fee.

## TRANSCRIPT FEES

Transcript Fee-\$3

Additional transcripts will not be issued until this fee is paid. There is no charge for an unofficial copy given to student.

## REFUNDS

The refund schedule is based upon the dates listed in the calendar of events that appear in the front of the Catalog and in the PBCC Student Handbook.

Any student who officially withdraws from college or reduces his/her course load prior to the end of the published drop/add period is automatically refunded 100 percent of refundable fees. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first time-at-the-college Title IV financial aid student withdraws from all credit classes after the end of the published drop/add period but not beyond 60 percent of the term. A grade of W is recorded on the student's transcript and will not affect the student's GPA.

A student who has to withdraw or is dropped from a class due to a PBCC error or change or other PBCC action, after the published add/drop period, shall be refunded 100 percent of refundable fees upon the approval of the student's refund request. No grade or attempt is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the

student's control. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis. A grade of W will be recorded on the student's transcript and will not affect the student's GPA.

Supporting documentation MUST accompany refund requests based on a PBCC action or personal emergency. the following documentation is required:

**Death of Immediate Family Member** - documentation of the death and the student's relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

**College Change or Error** - a letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused the student to have to withdraw.

**Employment** - a letter on company stationery indicating that the student's employer changed his/her work schedule and that this change prevents the student from completing the term.

**Medical** - a letter from the student's physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). the letter must include dates of the illness and treatment.

The refund-request process takes approximately four weeks. If the student is no longer attending, it is the student's responsibility to withdraw from the course(s). Submitting a refund form does not officially withdraw a student from a class or the College.

Decisions will be based on the documentation provided. Students will be notified in writing of the Refund Appeals Committee's decision. If approved, a refund check will be mailed from the refund office to the address listed on the Registrar's Office computer record or the student's financial aid account will be credited.

Refund requests received after the last day of the academic term of the request will not be considered except in cases of extreme circumstances or College error as determined by the Refund Appeals Committee.

## MUSIC, SPECIAL FEE

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

## PHYSICAL EDUCATION, SPECIAL FEES

Some of these fees are held in trust for the vendor, and a 100 percent refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

## OVERVIEW

Palm Beach Community College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Student Services works in partnership with Academic Affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the Vice President of Student Services giving college-wide leadership and direction in this area.

One condition of enrollment at the College is that the student follows the Student Code of Conduct (Palm Beach Community College District Board of Trustees Rule 6HX 18-3.29). The Vice President of Student Services, College Registrar and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

## ACADEMIC ADVISEMENT

At the Lake Worth campus, associate in arts (A.A.) and post secondary adult vocational (PSAV) students will be advised by Student Services academic advisors. Associate in applied science (A.A.S.) and associate in science (A.S.) students will be advised by program advisors. At other college locations, Student Services' counselors, advisors, and program managers advise students in all programs.

At orientation, students receive advice and information regarding what subjects are necessary to pursue a certain major, as well as graduation requirements. During the academic year, academic advisors will be available to assist students with academic programs.

Students should maintain contact with academic advisors to be certain they are taking the courses necessary to graduate or transfer to their preferred university. Students assume ultimate responsibility for course selection.

## ATHLETICS

The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the athletics program operates. The program provides an opportunity for students to experience competition, skill development self-discipline and cooperation. Students with disabilities are encouraged to try out for teams on which they might successfully participate.



www.pbcc.cc.fl.us

## CAREER PLANNING AND JOB PLACEMENT

**Career Planning:** These resources include career counselors, interactive computer programs, personality inventories, seminars, and career libraries documenting current trends in employment markets. Students receive objective information about their interests, abilities and values related to occupations. This information facilitates the decision on a career goal, which in turn guides the choice of a college major leading to this goal. Career planning resources are available at all four locations.

**Job Placement:** A related resource to career planning is job placement. These services provide current listings of jobs in the local area. The full- and part-time job listings reflect entry-level opportunities for training programs offered at PBCC, as well as more general employment suited to students' schedules. Job fairs are held throughout the year to bring employers face to face with student job seekers. Job placement services include developing strategies such as locating desirable "hidden" jobs, identifying attractive employers, capitalizing on trends in employment; resume writing to get an interview, and interviewing to get an offer of employment. Counseling, seminars, audio-visual, computer and pamphlet resources are used to develop these techniques.

### Eligibility to Use the Career Centers

To use Career Center services, persons must meet one of the following criteria:

1. Currently enrolled students in degree, certificate/PSAV programs, credit classes, non-credit professional development courses (i.e., insurance, real estate, security guard) and Crossroads program students.
2. Graduates of PBCC programs.
3. Prospective student\* with applications and the appropriate test scores (FCELPT or TABE) on file.

**Note:** Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.

### Services for Non-PBCC-students

- Non- PBCC students have two options to be eligible to use the Centers:
1. Complete an Academic Application and pay the \$20 application fee (there is no application fee for PSAV applications).
  2. Enroll in the Community Career Center program and pay \$20 fee.

Use of resources in the Center is allowed for the term or session in which the person enrolls with one orientation/tour and one consultation with a counselor/advisor.

\* If a prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.

## CLUBS AND ORGANIZATIONS

### STUDENT GOVERNMENT

Each PBCC location has a student government group: the Student Government Association (SGA) at Belle Glade, Boca Raton and Lake Worth and the Student Activity Committee at the Palm Beach Gardens location. These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships between various segments of the College, and provide students with opportunities to

develop and exercise leadership skills. Each government group elects an executive committee that does much of the planning for the organization. Students are encouraged to become active participants in the student government body. Contact your campus Student Services office for more information.

## STUDENT ORGANIZATIONS

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures available through the Student Office for the establishment and sanctioning of a special interest group. A list of such groups now sanctioned is printed below.

### Belle Glade

Chess Club (Fabulous Knight)  
Florida African-American Student Association  
Phi Theta Kappa (Honors Society)  
Student Government Association

### Boca Raton

Black Student Association  
Chess Club (Chesters)  
Computer Club  
Hillel  
Martial Arts Club  
National Education Club  
Phi Theta Kappa (Honors Society)  
Poetry Club  
Political Forum  
Psychology Honors Club  
Spanish and Latin Student Association (SALSA)  
Student Government Association

### Lake Worth

Black Student Union  
Cheerleaders  
Collegiate Music Educators National Conference  
Computer Club  
Delta Epsilon Chi (Marketing Club)  
Drama Club (PBCC Players)  
Early Childhood Education  
Performing Musical Groups:  
Brass Ensemble, Concert Choir, Jazz Ensemble,  
Percussion Ensemble, String Ensemble, Woodwind Ensemble  
Phi Theta Kappa (Honors Society)  
Student American Dental Hygiene Association  
Student Government Association  
Students of International Understanding  
Student Nurses Association

### Palm Beach Gardens

Art Alliance  
Astronomy Club  
Brain Bowl  
Christian Club  
Circle K  
Florida African-American Student Association  
Horticulture Forum  
Math Club  
Northstage (Theater Club)  
Phi Beta Lambda (Business Club)  
Phi Theta Kappa (Honors Society)  
Political Forum  
Psi Beta (Psychology Honors)

Psychology Honors Club  
Respiratory Care Club  
Sociology Forum  
Student Activities Committee  
Students for International Understanding

To hold office in a student organization, a student must have a minimum 2.0 grade point average (GPA) at the beginning of tenure of office and must achieve a minimum 2.0 during each term in office.

To be a member of the PTK Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at PBCC.

## DISABILITY SUPPORT SERVICES

Palm Beach Community College is committed to providing full access to all programs, services, and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990.

Services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services (DSS) Office at his/her individual campus of the need for modifications, and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office.

This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are, therefore, encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate many other campus resources to best meet the educational needs of students with disabilities.

## HEALTH SERVICES

PBCC addresses the continuously changing health care needs of its College population through a clinic, housed in the Paul Glynn Building in Lake Worth, and which is staffed by a part-time registered nurse. Clinic hours currently are Monday through Thursday from 9:00 a.m. to 1:00 p.m. (561-439-8066). Any changes in operating hours will be posted at the clinic. Services available include non-emergency health care, treatment of minor injuries, referral services and the promotion of disease prevention and health-related information. Additionally, the clinic coordinates a range of services and activities at each of the four College locations.

**Accidents and Illness:** Report all accidents to a College official immediately. In case of injury or illness, seek competent first aid immediately. Call the campus security or the Office of Student Services or, if the situation warrants, call first for paramedic emergency assistance by dialing 911.

**Acquired Immune Deficiency Syndrome (AIDS):** The underlying pathology of AIDS is a breakdown of the body's immune system. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with someone who is HIV positive or has AIDS. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact one of the Student Services counselors.

For information call (561) 434-5140



**AIDS Policy:** The College will allow students with Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the Vice President of Student Services; two College employees in the health care field; and one other administrator, counselor or faculty member appointed by the President. The committee will review the facts and recommend to the President whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The Student Handbook provides information related to AIDS education and specifies where additional AIDS education may be obtained.

### MEASLES IMMUNIZATION

It is strongly recommended that all students under the age of 35 years, who have not had measles (rubella) or who were immunized for this disease before 1965, obtain measles immunization prior to attending college. Certain Limited Access Programs require documentation of immunization. Refer to specific program information. Immunization can be obtained in the Belle Glade, Delray Beach, Lake Worth, Riviera Beach, and West Palm Beach health department clinics.

### HOUSING

Student housing is available through the Palm Beach Community College Foundation at the Count de Hoernle Student Village, located at Second Avenue North, Lake Worth. The site is 1/4 mile north of Central Campus. The townhouse-style housing, consisting of four-bedroom units, accommodates 640 students. Each unit is completely furnished and carpeted and has a living room, dining area, kitchen with all appliances, 2-1/2 baths, full-size washer and dryer.

One student occupies each bedroom on an individual agreement basis. Phone jacks are in each bedroom, and cable TV is provided. A clubhouse, swimming pool, and volleyball court are all on the premises. Housing is for students. Agreements are available at the facility's Assignment Office. For further information, please call (561) 582-9100.

### INSURANCE

The College assumes no responsibility if an accident occurs. Students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Student health insurance forms may be picked up from the clinic at the Lake Worth campus or from the contact person in counseling at the other three locations. The College acts only as the dissemination point for these brochures.

All arrangements for payment and claims are made between the student and the insurance carrier. Insurance is mandatory for all students on an F-1 visa. Contact the International Student Office for more information. Students in certain programs may also be required to secure insurance. Refer to specific program information.

[www.pbcc.cc.fl.us](http://www.pbcc.cc.fl.us)

## INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by Student Services. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

### LOST AND FOUND

Recovered lost articles may be claimed in the Security Office at Lake Worth and Palm Beach Gardens, in the Registrar's Office at Belle Glade and in the Service Center at Boca Raton.

## RELIGIOUS OBSERVANCES POLICY

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute.

Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance.

A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the Dean of Student Services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the Vice President of Student Services, will hear the facts and provide a recommendation to the Vice President of Student Services, whose decision on the matter shall be final.

## STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the *Student Handbook*. Copies are available in the Student Services office on each campus.

## STUDENT PUBLICATION

The *Beachcomber*, PBCC's student newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The *Beachcomber* has earned many state and national awards in recent years. The *Beachcomber* Office is located at the Lake Worth campus.

## STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices and division chairperson's offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

## TESTING SERVICES

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CELT, CLAST, CLEP, E-ACT, FCELP, SAT-I, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus.

NOTE: A legal photo ID is required for all testing services. See Chapter 2 for detailed testing information.

## VETERAN AFFAIRS (VA)

The College is state approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' section of the Financial Aid Office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just like other students; the exceptions are pre-certified Chapter 31 students (disabled veterans under vocational rehabilitation). Any VA student may receive one deferment per academic year to pay his/her fees by completing the appropriate forms in the veterans' section of the Financial Aid Office. Veterans who choose to defer their fees and fail to pay by the due date will be treated like other students who fail to pay fees. Upon certification by the College and Veterans Administration, an educational allowance is paid monthly to the student for training time computed as follows in Table 4-1.

TABLE 4-1

### Veterans Affairs

TIME	REGULAR TERM	SIX-WEEK TERM
Full	12 or more hrs.	4 or more hrs.
3/4	9-11 sem. hrs.	3 hrs.
1/2	6-8 sem. hrs.	2 hrs.
Fees Only	1-5 sem. hrs.	1 hrs.

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

TABLE 4-2

### Standards of Progress For Veteran Students

SEMESTER HOURS ATTEMPTED	GRADE POINT AVG.
1-14	1.4
15-27	1.6
28-45	1.8
46 and over	2.0

## STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

1. Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit of a degree and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
2. Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted that proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
3. Students receiving VA benefits should note that excessive absences would result in termination of benefits. A veteran or other eligible student will be subject to the attendance criteria covered in this catalog. PSAV students with absences totaling more than the equivalent of 10 percent of the total hours for the enrollment period will result in the student being terminated from receipt of VA benefits due to unsatisfactory attendance.
4. Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their grade point average is below that indicated in Table 4-2. PSAV students who fail to maintain satisfactory progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive benefits.
5. If the appropriate GPA has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.
6. Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).
7. PSAV students are expected to complete a program within the number of training hours approved by the State Approving Agency for Veterans Training. Likewise, the state requirement for Basic Skills must be met for the particular program. If at any point it is determined that a student cannot successfully complete the program within the approved number of hours, the student's VA benefits will be terminated because of unsatisfactory progress.
8. PSAV students at the end of any evaluation period, who have not attained and maintained satisfactory progress (70 percent or above on written exams and passing or above on all skills and technical requirements), will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA benefits will be terminated due to unsatisfactory progress.

It is the responsibility of the veteran to advise the Veterans Affairs Office of any changes in status, i.e., address, withdrawal from class, etc. The coordinator of Veterans Affairs is located in the Financial Aid Office.

For information call (561) 434-5140

## CAREER AND TECHNICAL EDUCATION

CTE is a multi-campus division of educational and related services including noncredit and credit programs, courses and projects. CTE offers the following educational opportunities:

1. Career preparation
2. Continuing workforce education
3. Personal enrichment.

### CENTER FOR HEALTH STUDIES

Courses are available for certified or licensed health-care professionals in a flexibly scheduled format. Curriculum is focused on providing participants with the knowledge needed to remain current in their discipline areas as well as encouraging multi-skilling of persons allowing them more employment flexibility within the health care system. Approval of continuing education credits needed for renewal of professional licenses or certification is granted within the guidelines of the Agency for Health Care Administration, Division of Medical Quality Assurance, Certification Board of Addiction Professionals of Florida, State Department of Health, Department of Business and Professional Regulation.

Continuing Workforce Education courses are also available for persons working in health care careers. Vocational training integrates both didactic and applied learning principles providing the participant a mechanism to practice and refine job skills. Programs in this area are structured within the guidelines established by the state and voluntary professional certification boards. Customized training is available to meet the special needs of health care organizations.

### CENTER FOR THE CONTINUING EDUCATION OF WOMEN

The Center for Continuing Education of Women offers two ongoing grant-funded programs for women: Crossroads and Connections.

**Crossroads:** This career redirection program is for displaced homemakers, women identified as separated, divorced, widowed or whose spouses are disabled. Workshops enable participants to build self-confidence, set career goals, develop pre-employment/pre-enrollment skills and locate community resources to make the transition into job training or employment. Individual counseling, guided group discussions and liaisons with Palm Beach County agencies and services are key elements of the success of this program.

**Connections:** This single parent program provides vocational assessment and guidance, campus and community referral, limited financial aid assistance, a textbook lending library, plus employability-related partnerships with area organizations and businesses. The focus of this program is to assist single parents enrolled in degree and certificate programs in their efforts to successfully complete their education and become financially self-supporting.

### CENTER FOR INSURANCE EDUCATION

The Center for Insurance Education provides entry level license preparation courses for the General Lines Agent (2-20 License), Customer Representative (4-42 Licenses) and Life/Health, Annuities (2-15 License) and Title Agent. Course work is approved by the Florida Department of Insurance.

The Center also schedules continuing education for licensed agents and is approved by the Department of Insurance for license renewal.

[www.pbcc.cc.fl.us](http://www.pbcc.cc.fl.us)

## CHILD CARE

Child-care courses to meet entry level job preparation include the Children and Family Services required certification course (30 hours), child care first aid/CPR, child development associate (CDA) credential and 8-hours in-service for continuing education credit.

## CHILDREN FIRST

This is a court-mandated program for those couples seeking a divorce who have children under the age of 18.

## COMPUTER AND OFFICE TECHNOLOGY

A series of short continuing workforce education courses and workshops are offered for adults adding an occupational skill or enhancing personal skills for operating personal computers. Hands-on training on microcomputers with the latest in word processing, data entry, electronic spreadsheets, database management and desktop publishing is available. CISCO AS400 training, programming courses, MCSE, CNE, and A+ Certification are also available.

## EMERGENCY MEDICAL SERVICES AND FIRE SCIENCE PROGRAMS

Emergency medical services courses assist health professionals in maintaining current professional licensure. A diverse curriculum for physicians, nurses, EMTs and paramedics is offered. Course offerings include ACLS, BTLs, BLS, PALS, Paramedic Refresher, Emergency Medical Dispatch and EMS telecourses. Fire inspector continuing education courses are also available.

## FLORIDA INSTITUTE OF GOVERNMENT

The Florida Institute of Government (FIOG) is a professional partner of Palm Beach County public sector and nonprofit organizations in meeting the increasing challenges of providing excellent quality, service and productivity to their citizens and clients.

*The FIOG offers a wide variety of programs and services such as:*

- Open training workshops and seminars
- Customized training programs
- Executive consulting services
- Special interest forums and conferences.

Activities include professional development series for managers, supervisors, nonsupervisory professionals, and administrative support staff; public policy forums; strategic planning sessions; council-manager team building programs, the Institute for Elected Municipal Officials; and a variety of customized assistance to various organizations.

All services are available at the four college sites or may be contracted and delivered onsite at the organization requesting training.

## LEARNING UNLIMITED

This program offers short-term, noncredit courses addressing lifelong learning, lifestyles and personal enrichment, and recreation and leisure.

## MORTGAGE BANKING TRAINING

For entry level positions offerings include the 24-hour state-approved mortgage broker course, a course in the fundamentals of residential lending and residential mortgage loan origination.

## REAL ESTATE LICENSURE, POST LICENSURE AND CONTINUING WORKFORCE EDUCATION

College credit courses are offered for real estate sales licensure. Courses are also available for brokers licensure and certified appraiser. Post licensure education for sales people is a 45-classroom-hour course including subjects specified by Florida statute. Post licensure courses are training-oriented and build on the academic knowledge acquired during pre-licensure training. All courses emphasize development of skills necessary for licensees to operate effectively.

A 14-hour continuing workforce education course is offered meeting the requirement for real estate license renewal.

## SECURITY OFFICER

A curriculum to prepare for a Class "D" license as a security officer is approved by the state of Florida and offered frequently.

## SIGN LANGUAGE

PBCC offers five levels of ASC for the purpose of training professionals to become certified interpreters. Students are assessed the first evening of class to determine the appropriate level of instruction.

For information on Career and Technical Education offerings call:

Belle Glade	(561) 992-6180
Boca Raton	(561) 367-4550
Lake Worth	(561) 439-8006
Palm Beach Gardens	(561) 625-2535

## CENTER FOR PERSONALIZED INSTRUCTION

The CPI offers educational development to both day and evening students. Individualized instruction in selected credit courses and college preparatory courses in reading, English and mathematics are available. CPI courses combine lecture, individualized instruction and multi-media assisted instruction to deliver a curriculum that meets the specific learning needs of each student. Flexible class scheduling on a "To Be Arranged" (TBA) basis, as an alternative to the traditional classroom, is available at several campuses.

In addition to courses, CPI academic support and learning assistance services include tutoring, Supplemental Instruction (SI), videos and computer software that correlate with many PBCC courses. Review materials for standardized tests such as the CPT, CLAST, and TABE are available. All students have access to CPI services. Vocational Preparatory Instruction (VPI) is also available. Please contact the CPI on each campus for more information.

## COOPERATIVE EDUCATION

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

*As a co-op student you can:*

1. Earn academic credit.
2. Gain practical experience and job knowledge.
3. Test your career decision.
4. Make valuable contacts in your professional field.
5. Earn income through work in your chosen field of study.

## ELIGIBILITY

Students having completed one full-time semester or at least 12 credit hours are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must have a willingness to become involved in developing a cooperative education position related to their major field of study.

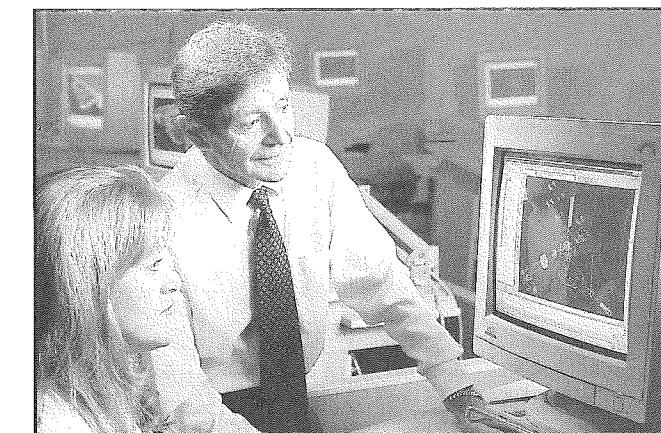
## OPERATIONS

Co-op participation may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits, added credits or to meet the curriculum requirements in designated programs. Students should consult with an academic advisor regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

## ENROLLMENT

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4561
Lake Worth	(561) 439-8050
Palm Beach Gardens	(561) 625-2560



For information call (561) 434-5140



## DISTANCE LEARNING

Palm Beach Community College offers both credit and noncredit courses through distance learning that require few (if any) on-campus meetings. Classes provide close interaction with instructors while also allowing greater time and space flexibility to serve the students' needs. These classes use non-traditional learning environments, such as Internet courses, telecourses, interactive video courses and combinations of these.

Teachers and students interact through e-mail, conference boards, telephone, fax, and face-to-face meetings. Students also can interact with other students through the same methods. These courses cover the same material as on-campus courses and will require the same study commitment. Credits earned through distance learning are transferable and appear on transcripts.

More information is available at <http://www.pbcc.cc.fl.us/dl>.

## INTERACTIVE VIDEO COURSES

These are two-way televised classes taken at multiple PBCC sites. The student may attend the class by reporting to the nearest campus, where he/she will interact with other students at that campus and other campuses. The instructor interacts with the class via television monitor and camera system.

## INTERNET COURSES

Internet classes are organized into four categories.

1. Pure Internet classes are classes that are taken entirely over the Internet. While most of the course activities will be by Internet, there may be some campus requirements but no class attendance.
2. Concurrent Traditional Classes with Pure Internet Option are classes that may be taken either by attending some or all of the classes in the traditional classroom or by attending some or all of the classes over the Internet.
3. Traditional classes with an Internet Component are classes that require class attendance on campus. While these are traditional courses, there will be some components for which the student is required to use the Internet.
4. Telecourses with an Internet Component are classes that are traditional telecourses requiring some class attendance on campus as well as viewing the course materials on a local television station. While these are traditional telecourses and have these requirements, there will be some components of the course for which the student is required to use the Internet.

## TELECOURSES

A telecourse offers regular college credit, using videotapes, textbooks, study guides and other elements as the basic study materials for the course. You may view your video lessons on Palm Beach County's educational/government cable Channel 20, PSB Channel 42 or in the Library Learning Resource Center and/or Media Center.

A telecourse-learning program includes:

1. Required campus visits, orientation, a midterm and a final as scheduled.
2. An instructor available by telephone or in person during specified office hours.
3. A textbook and, perhaps, other supplementary materials.
4. Two or three half-hour video programs each week.
5. A Study Guide to direct and connect the reading and viewing

assignments.

6. A course syllabus outlining assignments, testing information and other details about the course.
7. A "hotline" and "voice-mail" service to answer questions solve technical problems and provide general information.

Each telecourse is equivalent to on-campus sections of the same course in objectives, content and credit transferability.

There is a \$20 fee for telecourse programs.

Telecourses are offered at all four Palm Beach Community College locations. For additional telecourse information, call

Belle Glade	(561) 992-6168
Boca Raton	(561) 367-4519
Lake Worth	(561) 439-8114
Palm Beach Gardens	(561) 625-2574.

## ENGLISH AS A SECOND LANGUAGE

Palm Beach Community College offers three levels each of reading and English courses and two levels of speaking and listening courses. These courses combine lecture and lab components to meet the specific needs of each student. Students are placed into the appropriate level based on CELT and FCELT scores. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Center for Personalized Instruction (CPI) on each campus. Students successfully completing their required ESL courses may proceed with registration in Gordon Rule courses.

## HONORS

Honors activities at Palm Beach Community College are designed for the student who enjoys advanced level studies. Participatory classroom styles, along with opportunities for independent study, encourage students to communicate effectively in both written and oral presentations.

PBCC offers three Honors credit choices: Honors courses, Honors sections and Honors project contracts. Honors courses and sections offer class experiences that are interactive and holistic. These classes integrate mentoring, field experiences, travel, seminars and guest speakers into course work and encourage extensive reading and the development of analytical course work, with instructor permission. The instructor meets with the student to determine a topic and continues to meet with the student throughout the term to receive updates and to give guidance and advice on project development.

Honors graduation requirements are listed in Chapter 6, Academic Policies, graduation requirements. To discover more about PBCC's Honors activities, visit the Honors Web site:

[www.pbcc.cc.fl.us/acad/oiap/acadprgs/honors/](http://www.pbcc.cc.fl.us/acad/oiap/acadprgs/honors/)

or call the Office of Instruction and Academic Programs at (561) 367-4561.

## INTERNATIONAL FIELD-TRIP STUDY AND SUMMER SCHOOL

International field trip study and summer school courses vary from year to year, based on interest and demand. In the past, students have studied in Central and South America, China and England. For more information on current offerings, contact an advisor or the Office of Instruction and Academic Programs, or visit our International Education Web site at [www.pbcc.cc.fl.us/acad/oiap/acadprgs/internat/](http://www.pbcc.cc.fl.us/acad/oiap/acadprgs/internat/)

## LIBRARY LEARNING RESOURCE CENTER

The LLRC offers print and non-print materials at all four locations. The Boca Raton campus library service is a joint-use agreement with Florida Atlantic University. LLRC provides resources and services for both students and faculty. Professional librarians, technicians, and specialists provide individual instruction. Group-orientation sessions provide information on library and media services. Success in achieving instructional objectives depends on access to information. Electronic access to library materials is now available via on-line and CD-ROM technology including the Library Information Network for Community Colleges (LINCC).

## PROGRAMS AND INSTITUTES

### CENTER FOR BUSINESS AND INDUSTRY

High quality, low-cost training programs and courses are available to the business community. Courses/programs may be customized to the needs of business and industry with scheduled times and sites that are convenient. Seminars, workshops, teleconferences and other services may also be arranged. For more information on business and industry training, contact the Vice President of Workforce Development, (561) 439-8298.

### CENTER FOR MULTICULTURAL AFFAIRS

The Center provides understanding and preservation of diverse cultures in Palm Beach County.

An advisory committee has established the following objectives:

- a. The establishment of a clearinghouse for the exchange of ethnic/cultural information.
- b. The development of multicultural programs and activities for students, staff and members of the community.
- c. The involvement of students and representatives from diverse cultural groups in both College and community programs.

A major fund-raising project, the Annual International Festival of Palm Beach County, occurs in spring. Proceeds provide scholarships for PBCC students. In 1988, the Center added a Speakers Bureau and a Translation Bureau to aid public agencies in serving the community.

### INSTITUTE OF NEW DIMENSIONS

The Institute of New Dimensions, located at Lake Worth and Palm Beach Gardens, is dedicated to exploring educational and cultural opportunities for adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture by volunteers from the theater, scientific and professional arenas to bring intellectual enrichment to the community. For more information call (561) 439-8186.

## WEEKEND BUSINESS INSTITUTE

This program is designed to meet the educational needs of working adults in Palm Beach County. The institute offers associate degree programs that can be completed in just two years of study Friday nights and Saturdays by following a sequence of courses.

Programs Include:

Associate in Arts (A.A.) - Business Administration emphasis

Associate in Arts (A.A.) - Computer Information systems emphasis

PBCC's Weekend Business Institute offers:

- Personalized assistance during admission, registration and throughout your studies
- An assigned advisor, available to address concerns related to your studies
- The option to transfer to public and private universities following completion of your studies
- Opportunity to participate in a unique learning experience

## YOUNG PEOPLE'S PROGRAMS

### SUMMER BAND CAMP

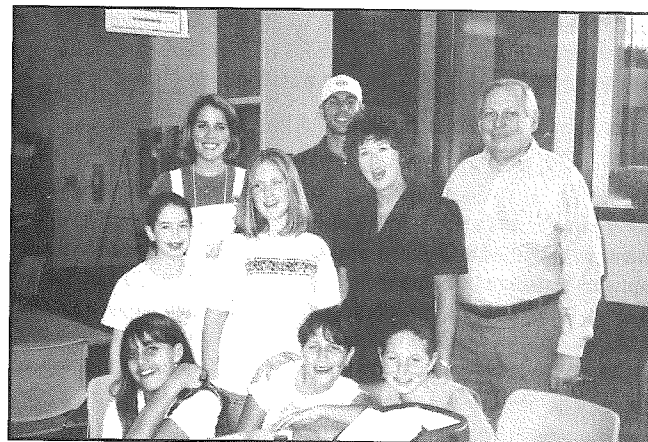
This program was developed by the Music Department and area school band directors. Summer band camp provides three weeks of intensive training for middle and high school students.

### SUMMER YOUTH COLLEGE

The Summer Youth College is offered at the Boca Raton location for children ages 8 - 14 during six weeks in the summer. This program offers courses that meet once a week for six weeks. Each child signs up for classes just as they would in college. Classes include such fun topics as learning a foreign language, various sports, science, math and geography classes, the arts and hobbies, life skills and computers courses.

### TEEN SUMMER THEATRE PROGRAM

The Teen Summer Theatre program provides training in acting movement, voice/diction and technical theatre for ages 13-18 using the professional facilities of the Eissey Campus Theatre. This hands-on program, limited to 16 students, is team-taught by two theatre professionals.



## ACADEMIC POLICIES

### AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form. These courses exclude all college preparatory courses, courses under a selected admission program, and courses taken by a dual-enrolled student. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their registration to seek credit in any course in which they are enrolled. Prerequisites, tuition, and all special fees apply. An instructor may withdraw an audit student (XW) for non-attendance. A student may not audit a course in which a grade of C or higher was received.

Students may change to audit by submitting the required form to the Registrar's Office prior to the deadline. Deadlines are published in the College Catalog. Normally, these dates are the end of the 10th week of the fall and spring terms, and the end of the 4th week of each of the summer sessions. In cases of non-standard beginning or ending dates, the audit deadline is at the end of 60 percent of the course session.

### CORRESPONDENCE COURSES

Palm Beach Community College does not offer correspondence courses. A maximum of 15 semester hours of transfer correspondence credit may be accepted provided:

1. The course was administered by a regionally accredited institution.
2. The minimum grade C was earned.
3. The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

### FRESHMEN AND SOPHOMORES

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit is completed, the student is a freshman.

### FULL-TIME STUDENT

A student is considered a full-time student when enrolled in 12 or more semester hours of credit. A summer session student must enroll in four semester hours in each six-week session to be considered full-time during that term. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit subjects cannot be counted, but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Note: Enrollment status may be defined differently for financial aid recipients.

### PREREQUISITES

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the chairperson of the department offering the course. The chairperson may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course.

Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher level course in the same logical sequence.

### REGULATION CHANGES

Any statement in this Catalog is subject to change by the Administrative Committee of the College.

### REPEATED COURSES AND ACADEMIC AVERAGE

Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation.

Effective fall 1997 or later, students may have only three attempts per course which includes the original grade, repeat grades, and withdrawals at any point in the semester. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances.

Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses.

### SECURITY OF STUDENT RECORDS

#### 1. Inspection of Records

##### a. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (Buckley Amendment), the student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student and as per paragraph #99.31 of the Buckley Amendment:

- (1) School officials who have legitimate educational interests.
- (2) State educational authorities.
- (3) Federal and state officials representing state or federal programs.
- (4) Persons having written authorization for release.
- (5) Officials in compliance with judicial orders.

##### b. Viewing the Record

- (1) Permanent records are never permitted out of the office of the registrar.
- (2) Students may view their records at the counter in the presence of office personnel.
- (3) Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

#### 2. Release of Records

##### a. Copies of material in record

- (1) Transcripts are released only upon written consent of the student.
- (2) A \$3 fee for each transcript issued must

accompany each request. Fax services are available, but may require an additional charge.

(3) If a student cannot have access to the record (i.e., lives too far away), copies may be made and the fee schedule for transcripts (a.2) will be applied (per paragraph #99.11 of the Buckley Amendment).

- b. The Buckley Amendment classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

- (1) Dates of attendance
- (2) Major field of study
- (3) Weight and height of members of athletic teams
- (4) Degrees and awards received
- (5) Educational institution attended.

*A student must submit a written notice to the Registrar's Office stating which of the above directory information items are not to be released to the general public.*

- c. Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.

#### 3. Appeal Process

- a. If a student feels that there is an error in the permanent record, the student should contact the Office of the Registrar to arrange a hearing.
- b. A hearing will be conducted accordingly as per paragraph #99.22 of the Buckley Amendment.
- (1) The hearing will be within a reasonable period of time after the request is received.
  - (2) The student shall be given notice of date, place, and time reasonably in advance.
  - (3) A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

### STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. Policies and regulations of the College are formulated by the PBCC District Board of Trustees, administration, and faculty of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the PBCC Student Handbook.

### STUDENT COURSE LOAD

Most students are not permitted to enroll in more than 18 semester hours in a 16-week session. However, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours during the fall or spring term and nine semester hours during summer A or summer B session.

### UNPAID ACCOUNTS

Unpaid student accounts will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

## ACADEMIC PROGRESS

Palm Beach Community College requires each student to maintain reasonable academic progress. Any student not maintaining the following standards of progress will be placed on academic probation.

### STANDARDS OF PROGRESS

Students must maintain a cumulative Grade Point Average of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted.

Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted. Students on academic probation are encouraged to meet with an academic advisor/counselor. Probation will be calculated at the end of each term (both summer sessions will be considered one term).

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall and spring terms and semester hours during either of the summer sessions.

A committee on probation will be appointed by the College President to hear any appeal cases.

### ACADEMIC SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons, unless dictated by the conditions of their admission.

## ACADEMIC RECOGNITION

### PRESIDENT'S LIST

At the end of fall and spring terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.8 or higher will be placed on the President's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.8 or higher will be placed on the President's List. Only credits earned at Palm Beach Community College will be considered in the calculations.

### DEAN'S LIST

At the end of fall and spring terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List. Only credits earned at Palm Beach Community College will be considered in the calculations.



## ATTENDANCE

### CLASS ATTENDANCE

Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90 percent of the class meetings to receive credit for a course. An accurate record of attendance will be kept for each class. If a student misses one third or more of a class meeting, the student will be counted absent. Three tardies will be counted as one absence. Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction. Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident, or the death of an immediate relative. Instructors will decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their instructors when they must miss class sessions for emergency reasons.

### EXAMINATION ABSENCE

Absence for an announced examination will count as a failure on that examination unless it was for an emergency excused by the instructor and a make-up examination is taken later. In the event that the student disagrees with the determination of the instructor, the academic grievance procedure will be followed.

A student who fails to make arrangements within five days after returning to class loses make-up privileges, and the resulting grade is determined by the instructor. If the absence occurs at the end of a term, the make-up examination must be taken within 30 calendar days after the first scheduled day of classes in the subsequent fall or spring term. It is the responsibility of the student to contact the instructor for permission to make up the test. Failure to do so will result in an "F" for the examination.

Contact the Student Services Office on the respective campus for further information or see the *PBCC Student Handbook*.

## COLLEGE LEVEL ACADEMIC SKILLS TEST

The College Level Academic Skills Test (CLAST) is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is mandated by Florida Statutes and the State Board of Education.

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. Completion of at least 18 semester hours of college level course work have been completed satisfactorily
2. Completion of the A.A. General Education requirements in English composition and Gordon Rule mathematics.

All students completing associate in arts degree programs and associate in science degree programs who are seeking admission to upper-division programs in a state university in Florida, as well as university students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the associate in arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education: (See Table 5-1).

TABLE 5-1

#### Clas Requirements

DATES	READING	WRITING	COMPUTATION	ESSAY
8/1/84	260	265	260	4
8/1/86 to 7/31/89	270	270	275	4
8/1/89 to 9/30/91	295	295	285	4
10/1/91 to 9/30/92	295	295	290	5
10/1/92 and thereafter	295	295	295	6

### EXEMPTIONS

Beginning January 1, 1996, students who have achieved passing scores on the FCELP and have a cumulative GPA of 2.5 in the A.A. General Education requirements in English composition and Gordon Rule mathematics as identified by the Florida Postsecondary Education Planning Commission may be exempt from some or all of the CLAST requirements. Students may also be exempt based on SAT or ACT scores. Contact the Testing Center for additional exemption eligibility requirements.

### RETAKES

Students may not retake any subtest of the CLAST for which they already have a passing score. Students must wait 30 days between retakes. CLAST review courses and tutoring services are available. Contact the Testing Center for more information.

## GRADING

### GRADING SYSTEM FOR CREDIT COURSES

- A - Excellent
- B - Good
- C - Fair
- D - Poor but Passing
- F - Failure
- L - Instructor Grade Late
- N - No Pass
- P - Pass
- I - Incomplete
- W - Withdrew
- X - Audit
- NC - Non-credit Course
- WX - Withdrawn for Excessive Absences
- XW - Withdrawn for Excessive Absences from Audit Course

## GRADING SYSTEM FOR NONCREDIT COURSES

Exceptions will be noted in program documentation.

### PSAV Grades

- S - Satisfactory \*
- U - Unsatisfactory
- I - Incomplete
- W - Withdrew
- WX - Withdrawn for Excessive Absences\*

\* These grades are also used for continuing workforce education (CWE) courses.

Most avocational classes, including Learning Unlimited classes, will be assigned a grade of "NG" unless the course requires a record of attendance. In those cases where a "NG" is not the grade, an "S" or "WX" will be issued.

## GRADE CHANGE PROCEDURE

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term must be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or either of the summer sessions must be completed before the end of the following fall term.

## GRADE FORGIVENESS POLICY

Only courses for which a grade of D or F was earned or withdrawals may be repeated. The last grade received will be used to calculate the grade point average (GPA). All grades from the third and subsequent attempts will be calculated in the GPA.

The Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

## GRADE POINT AVERAGE (GPA)

The cumulative GPA is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; and D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average (except for the fourth attempts and beyond that will be averaged); however, all grades appear on the student's transcript. The PBCC grade point average is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

## GRADE REPORTS

Grade reports are mailed to students at the end of the term. It is the responsibility of the student to notify the Registrar's Office of any address changes.

## INCOMPLETE GRADES

Incomplete grades are automatically changed to grade of F for credit courses, grades of U for PSAV courses, if not made up within 30 calendar days after classes begin in the subsequent fall or spring term. It is the student's responsibility to complete all assignments and submit them to the instructor.

## GRADUATION REQUIREMENTS

General requirements for graduation from Palm Beach Community College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation rests with the student.

Effective for students who enter or readmit Fall 2000:

Students who have maintained continuous enrollment have the option of graduating under the catalog in effect at the time they enter the College or any catalog in effect during the student's continuous enrollment, as long as the catalog chosen is not more than 5 years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

If students choose a new catalog, all requirements from the new catalog must be met for graduation. If continuous enrollment is maintained for a period of more than 5 years, the catalog 5 years previous will be chosen for them, unless students specify otherwise. If attendance is interrupted by twelve (12) months, students must graduate under the catalog in effect when they are readmitted or any future catalog within 5 years of the date of graduation (as in above statement). The College does not guarantee that courses will always be available. Some courses or programs may be discontinued. The College reserves the right to change the curriculum as necessary.



**Note:** Students must graduate under the program requirements in effect the term they enter a limited access program.

Graduation requirements are as follows. Exceptions will be noted in specific program descriptions.

1. The articulation agreement between Florida colleges and universities states that after August 31, 1972, students receiving an A.A. degree must have 60 semester hours of academic work exclusive of occupational courses. An A.A. degree must also include an approved General Education program of not less than 36 semester hours.
2. All students must complete at least 25% (15 credit- A.A.) of the program or certificate credit at PBCC. Neither transfer nor CLEP credits satisfy this residence requirement. Dates for the final application for graduation are listed in the College calendar in the Catalog. It is the responsibility of the student to apply before the deadline.
3. A cumulative grade point average of not less than 2.0 must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC.
4. The health course general education requirement may be met by HSC 2100, Health Concepts and Strategies. This general education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current test fee.
5. Students must make formal application for graduation in Student Services. (Deadlines are listed on the calendar in front of this catalog.)
6. Participation in graduation exercises is expected of all graduates who are eligible for graduation.
7. General education requirements are in Chapter 7 of this catalog. Completion of general education requirements can be certified by the Graduation Office.
8. To obtain full benefits of articulation agreements between Palm Beach Community College and the other institutions, a student must fulfill all graduation requirements.
9. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until 15 college credits have been taken at PBCC. Credit by examination will not be considered to accrue toward the 15 college credits.
10. Graduation with an associate in arts degree requires passing all four sections of CLAST or qualification for one of the exemptions; (See Testing Center for exemption requirements.) Passing scores will be announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
11. Students who graduate with a 3.2 overall GPA or higher will be noted in the Commencement Bulletin as graduating with the following distinctions:
 

3.2-3.49	Academic Distinction
3.5-3.79	High Academic Distinction
3.8-4.0	Presidential Distinction
12. Students who graduate with a minimum overall cumulative GPA of 3.5 and 12 hours of Honors courses, sections or Honors Option Project Contracts completed with a minimum B average and have applied for Honors graduation will be designated as Honors Graduates.

Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN Applied Music courses for graduation.

Honors graduates will be recognized with the following:

- a. Honors notation on Commencement Bulletin (H),
- b. Honors gold seal on diploma,
- c. Honors notation on transcript, and
- d. Honors medallion to be worn at commencement.

### PSAV PROGRAM COMPLETION REQUIREMENTS

A Certificate of Program Completion will be awarded to all students who satisfy program requirements and achieve the minimum level of basic skills required for that program.

### WITHDRAWAL POLICIES

#### INSTRUCTOR WITHDRAWALS

Instructors may give a non-punitive WX grade for excessive absences (absent from 10 percent or more of the class meetings) for up to 60 percent of the course session. No WX grades shall be given after 60 percent of the course session has elapsed. Courses taken for audit are subject to the same attendance criteria; however, instructors may assign a grade of XW for excessive absences at any time throughout the term. Note: Upon the third attempt of a credit course, a withdrawal (student or instructor) will not be permitted and the student will receive a grade for the course.

#### STUDENT WITHDRAWALS

It is the responsibility of the student to file a complete official withdrawal form with the Registrar's Office prior to the deadline when withdrawing from a course or from the College.

Deadline dates are published in the College Catalog. Normally, these dates are the end of the 10th week of the fall and spring terms, and the end of the fourth week of each of the summer sessions. In cases of courses with non-standard beginning or ending dates and PSAV courses, the withdrawal and audit deadline is at the end of 60 percent of the course session. A student may not withdraw from a PSAV course that meets less than two times. Contact the Registrar's Office for the withdrawal deadline for each PSAV course.

Courses taken in fall 1997 or later will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course. Students with questions about withdrawal and audit deadlines should contact their academic advisor or instructor. Official withdrawal or audit forms should be filed in a timely manner with the Registrar's Office. During fall and spring terms, international students are required to be enrolled full-time in courses for which they will receive grades. International students must get authorization from the international student counselor before auditing or withdrawing from class.

## PROGRAM LISTING

### OVERVIEW OF DEGREES AND CERTIFICATES AS PRESENTED IN THIS CHAPTER

Palm Beach Community College awards three degrees: an associate in arts (A.A.), an associate in applied science (A.A.S.) and an associate in science (A.S.). The College offers numerous certificate programs in a variety of fields. Special programs for academic, professional, vocational and personal development are also available.

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### AS/AAS PROGRAM LISTING

Accounting Technology (AS, AAS, TPA)	38
<del>Automotive Services Management Technology (TPA)</del>	40
(Suspended for Academic Year 2000-2001)	
Building Construction Technology (AS, AAS, TPA)	40
Business Administration and Management (AAS, TPA)	41
Child Development and Education (AS)	42
Computer Information Systems Analysis (AS, AAS, TPA)	43
Criminal Justice Technology (AS, AAS, TPA)	45
Drafting and Design Technology (AAS, TPA)	47
Electronics Engineering Technology (AS, AAS, TPA)	48
Environmental Horticulture Technology (AS)	49
Film, Television and Video Production Technology (AS, TPA)	50
Fire Science Technology (AS, TPA)	51
Graphic Design (AS, AAS)	52
Hospitality Management (AS, AAS, TPA)	53
Human Services (AS, AAS)	54
Industrial Management Technology (AS, AAS, TPA)	54
Interior Design Technology (AS)	55
Legal Assisting (AS)	56
Marketing Management (AS, AAS, TPA)	57
Office Systems Technology (AS, AAS, TPA)	58
Professional Pilot Technology (AS, AAS)	60
Theatre and Entertainment Technology (AS)	62

### AS/AAS ALLIED HEALTH PROGRAMS

Dental Hygiene (AS, TPA)	64
Dietetic Technician (AS)	66
Emergency Medical Service Management (AS)	67
Nursing (AAS, TPA)	68
Occupational Therapy Assistant (AS)	70
Radiography (AS, TPA)	71
Respiratory Care Technology (AS)	72

### ADVANCED TECHNICAL CERTIFICATES (ATC)

Cardiovascular Nursing	74
Community Home Health Nursing	74
Critical Care Nursing	75
Medical Surgical Nursing	75
Perioperative Nursing	76

### POST SECONDARY VOCATIONAL CERTIFICATE (PSVC)

Paramedic	77
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### POST SECONDARY ADULT VOCATIONAL (PSAV) CERTIFICATES

Accounting Operations	78
Administrative Assistant	78
Apprenticeship Programs	78
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Child Development Associate (CDA) Credential	79
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Commercial Vehicle Driving	80
Cosmetology	80
Criminal Justice Academies	80
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Dental Assisting (TPA)	82
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Electronic Drafting	83
Electronic Technology	84
Emergency Medical Technician-Basic (EMT-B)	84
Firefighter	84
Massage Therapy	85
Mechanical Drafting	85
Medical Assisting	85
Medical Coder Specialist	85
Medical Record Transcribing	86
Medical Secretary	86
Patient Care Technician	86
PC Support Services	87
Practical Nursing	87
Public Safety Telecommunicator (Dispatcher)	87
Structural Drafting	88
Surgical Technology	88

### COURSE / PROGRAM LEGEND

AA	Associate in Arts	ATC	Advanced Technical Certificate	PSVC	Post Secondary Vocational Certificate
AAS	Associate in Applied Science	PSAV	Post Secondary Adult Vocational Certificate	TPA	Tech Prep Articulated
AS	Associate in Science				



## PALM BEACH COMMUNITY COLLEGE

### GENERAL EDUCATION REQUIREMENTS

All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A., A.A.S. or A.S. degree programs. The credit hours listed in each area below (e.g., Communications - 9 credit hours) fulfill A.A. degree requirements only. General Education requirements for A.A.S. and A.S. programs are listed in the program descriptions in this chapter. Courses that meet Gordon Rule requirements are listed with "GR" and the number of words that each course fulfills, e.g., GR 6,000 designates that the course fulfills 6,000 of the 24,000 Gordon Rule requirement.

#### Area I - Communications - 9 credit hours

Select one of the following courses for 3 credit hours:

- ☐ ENC 1101 College Composition I (GR 6,000)  
☐ ENC 1121 Honors College Composition I (GR 6,000)

Select one of the following courses for 3 credit hours:

- ☐ ENC 1102 College Composition II (GR 7,000)  
☐ ENC 1122 Honors College Composition II (GR 7,000)  
☐ ENC 1141 Writing About Literature (GR 7,000)

The following course is required for 3 credit hours:

- ☐ SPC 1016 Fundamentals of Speech Communication (GR 2,000)

#### Area II - Humanities - 6 credit hours

Select one course in Literature:

- ☐ AML 2010 American Literature to 1865 (GR 3,000)  
☐ AML 2020 American Literature after 1865 (GR 3,000)  
☐ ENL 2012 English Literature before 1800 (GR 3,000)  
☐ ENL 2022 English Literature after 1800 (GR 3,000)  
☐ LIT 2110 World Literature before the Renaissance (GR 3,000)  
☐ LIT 2120 World Literature after the Renaissance (GR 3,000)  
☐ LIT 2090 Contemporary Literature (GR 3,000)  
☐ Approved Transfer Literature (Verify course credit with an advisor.)

Select one of the following courses:

- ☐ ARH 1000 Art Appreciation (GR 2,000)  
☐ ARH 2050 History of Art (Early) (GR 2,000)  
☐ ARH 2051 History of Art (Modern) (GR 2,000)  
☐ MUL 1010 Music Appreciation (GR 2,000)  
☐ THE 1000 Theater Appreciation (GR 2,000)  
☐ Approved Transfer Humanities (Verify course credit with an advisor.)

#### Area III - Mathematics - 6 credit hours

Select two of the following courses:

- ☐ MAC 1105 College Algebra (GR)  
☐ MAC 1114 Trigonometry (GR)  
☐ MAC 1140 Precalculus (GR)  
☐ MAC 2233 Survey of Calculus (for Business majors) (GR)  
☐ MAC 2311 Calculus with Analytic Geometry I (4) (GR)  
☐ MAC 2312 Calculus with Analytic Geometry II (4) (GR)  
☐ MAC 2313 Calculus with Analytic Geometry III (4) (GR)  
☐ MAP 2302 Differential Equations (GR)  
☐ MGF 1106 Liberal Arts Mathematics (GR)  
☐ MGF 1107 Finite Mathematics (GR)  
☐ STA 2023 Statistics (GR)  
☐ Approved Transfer Mathematics (Verify course credit with an advisor.)

To get on the right track for graduation, check with an academic advisor on course requirements.

#### Area IV - Natural Sciences - 9 credit hours

The following course is required for 3 credit hours:

- ☐ HSC 2100 Health Concepts and Strategies  
☐ Approved Transfer Health (Verify course credit with an advisor.)

Select two of the following courses for 6 credit hours:

- ☐ AST 1002 Descriptive Astronomy  
☐ AST 1003 Planetary Astronomy  
☐ AST 1004 Stellar & Galactic Astronomy  
☐ BOT 1010 General Botany and Lab (4)  
☐ BSC 1005 Concepts of Biology (Non-Science Major) (Lab BSC 1010L optional)  
☐ BSC 1010 Principles of Biology (Lab optional)  
☐ BSC 1011 Principles of Biology II and Lab (4)  
☐ BSC 1050 Environmental Conservation  
☐ BSC 1085 Anatomy and Physiology I and Lab (4)  
☐ BSC 1086 Anatomy and Physiology II and Lab (4)  
☐ CHM 1015 Principles of Chemistry (Lab optional)  
☐ CHM 1040 General Chemistry I  
☐ CHM 1041 General Chemistry II and Lab (4)  
☐ CHM 2046 General Chemistry III and Lab (4)  
☐ GLY 1000 Descriptive Geology  
☐ MCB 2010 Microbiology and Lab (4)  
☐ OCE 1001 Introduction to Oceanography (Lab Optional)  
☐ PHY 1001 Applied Physics  
☐ PHY 2048 General Physics with Calculus I & Lab (5)  
☐ PHY 2049 General Physics with Calculus II & Lab (5)  
☐ PHY 2053 General Physics I & Lab  
☐ PHY 2054 General Physics II & Lab  
☐ PSC 1101 Earth Science  
☐ PSC 1341 Physical Science for Today's World  
☐ ZOO 1010 General Zoology  
☐ ZOO 1010L General Zoology Lab  
☐ Approved Transfer Science (Verify course credit with an advisor.)

#### Area V - Social Science - 6 credit hours

Select one of the following courses:

- ☐ ANT 2000 Anthropology (GR 2,000)  
☐ ECO 2013 Principles of Macroeconomics (GR 2,000)  
☐ GEO 1010 Principles of Geography and Conservation (GR 2,000)  
☐ PSY 2012 General Psychology (GR 2,000)  
☐ SYG 1230 American Minorities Today (GR 2,000)  
☐ SYG 2000 Introduction to Sociology (GR 2,000)  
☐ SYG 2010 American Social Problems (GR 2,000)  
☐ Approved Transfer Social Science (Verify course credit with an advisor.)

Select one of the following courses:

- ☐ AMH 2010 US History to 1865 (GR 2,000)  
☐ POS 1001 Introduction to Political Science (GR 2,000)  
☐ POS 2041 American National Government (GR 2,000)  
☐ POS 2112 American State & Local Government (GR 2,000)  
☐ Approved Transfer Political Science (Verify course credit with an advisor.)

## ASSOCIATE IN ARTS (A.A.)

The associate in arts degree (A.A.) is the basic transfer degree of community colleges in Florida, including Palm Beach Community College. The A.A. degree is designed for students who intend to earn a bachelor's degree from a four-year college or university. The A.A. degree program is comparable to the first two years of a university program and it meets the general education requirements and may include common core prerequisites for the student's intended major. The degree requires 60 semester credits hours and guarantees admission as a junior to a Florida public university or one of the participating 26 institutions in the Independent Colleges and Universities of Florida (ICUF). The Statewide Articulation Agreement provides this guarantee, and further ensures that during a student's enrollment as a junior and senior at the university, the student will not be required to repeat courses already satisfactorily completed.

Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher GPA and/or higher test scores, or auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

State laws for all public community colleges and universities establish lower-level general education requirements. As such, the state's 36-hour general education program is designed to introduce college and university students to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines. General education requirements include courses within the subject areas of communications, mathematics, humanities, social sciences and natural sciences. The statewide general education agreement stipulates that public universities and participating ICUF institutions cannot require a student to take additional general education courses if the student has successfully completed a general education sequence at a community college.

In addition to general education, Florida's articulation system provides for the common prerequisite courses that have been identified for more than 600 university bachelor's degrees across all public institutions. Common core prerequisites are offered and accepted by state universities and community colleges, and are the required lower-division courses students must successfully complete for a specific bachelor's degree. PBCC offers many of these common pre-requisites, helping to ensure the College's graduates are ready to enter junior level work in the major of their choice. Further protection of courses taken at the community college is provided through the Statewide Course Numbering System (SCNS) which classifies courses according to subject matter. A course may transfer to a participating institution that offers a course with that same number. Advisors can identify courses that are accepted for transfer.

Students who seek to complete the A.A. degree and transfer to a state university should meet with an advisor to select elective courses that will be accepted for the student's major. The advising process should be continuous throughout the student's education to insure that the elective courses the student takes will be accepted. Advisors have up to date information on the specific requirements for university majors. In addition, Florida has a joint electronic student advising system, known as Florida Academic Counseling and Tracking for Students (FACTS)

that can be found at [www.facts.org](http://www.facts.org). FACTS provides on-line information to enrolled community college and university students and allows them to obtain their academic records, explore different degree options, and determine their progress toward meeting specific degree requirements. All college advisors have access to transfer publications, along with counseling manuals and/or catalogs from each of the state universities.

#### Graduation Requirements for the A.A. Degree

Responsibility for understanding and meeting the requirements for graduation rests with the student. To be awarded the A.A. degree from Palm Beach Community College, a student must do the following:

1. Satisfy admission requirements and successfully complete all required preparatory courses in reading, English and/or mathematics.
2. Complete a minimum of 60 credit hours of university-parallel coursework, comprised of the following: 36 credit hours of General Education and 24 credit hours of A.A. electives. No more than 2 credit hours of Physical Education and 4 credit hours of MUN Applied Music courses may be used toward the A.A. degree.
3. Earn an overall grade point average (GPA) and a cumulative GPA in PBCC course work of at least 2.0.
4. Complete at least 25% (15 credit hours - A.A.) of the student's coursework at PBCC, excluding CLEP or credit by exam.
5. Complete, as a Florida Gordon Rule requirement, with a grade of C or higher, writing assignments of at least 24,000 words in communications, humanities and social science courses complete, with a grade of C or higher, 6 credit hours of college-level mathematics. (See the General Education requirements.)
6. Satisfy the College Level Academic Skills Test (CLAST) requirement by taking and passing the four components of the test or document satisfaction of the CLAST requirements by a state-approved alternative method.
7. File an application for graduation (Grad Card) through an academic or program advisor by the deadline date listed in the College calendar.
8. Fulfill all financial obligations to the College.

#### Transferring Students

Students planning to transfer to a Florida state university after earning the A.A. degree should be aware of the foreign language requirement. To be admitted into the upper division at a Florida state university, students must satisfy this requirement in one of the following ways:

- \* Successful completion of two credits (two years) of sequential high school instruction in one foreign language, OR
- \* Successful completion of 8 semester hours in one foreign language, OR
- \* Demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test.

Satisfaction of this university-admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirements for the university they plan to attend.

## ASSOCIATE IN SCIENCE (A.S.)

### ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

#### ASSOCIATE IN SCIENCE (A.S.)

The associate in science (A.S.) degree is a career education degree of the community colleges in Florida, including PBCC. The A.S. is intended to prepare students for entry into employment. Though not considered transfer degrees, some transfer is possible as noted below.

The A.S. requires completion of a minimum of fifteen (15) college credits of general education. The courses used to satisfy this requirement are taken from the five areas of general education and are listed in each program's requirements.

The College requires that the following competencies be documented through the courses that apply to the A.S. degree:

- \* Basic use of computers
- \* Computation
- \* Wellness
- \* Written and oral communication.

Specific course requirements listed in the catalog include these competencies.

The general education courses of the A.S. degree, and some of the elective/occupational courses, may transfer. The Statewide Course Numbering System classifies courses according to subject matter. A course may transfer to a participating institution that offers a course having the same number. Advisors can help identify courses that are accepted.

Two of the A.S. degrees at PBCC, Radiography and Hospitality Management, are covered in the state's "career ladder agreement." Under this agreement, students who complete these programs are guaranteed admission to any of the state universities in the program designated to articulate with their degree, except for limited access programs and those requiring specific grades on particular courses for admission. For these two programs, the designated curriculum must be followed, and the general education courses must be transferable. In addition, many A.S. courses or programs are covered in agreements between PBCC and individual institutions. Advisors can help identify programs with agreements.

A.S. students who wish to also complete an A.A. or bachelor's degree may complete the remainder of the 36 general education hours at PBCC. The dual degree will be indicated on the student transcript. The Registrar should be notified that both degrees are desired.

Since the A.S. degree is primarily designed to prepare students for careers, the College maintains information on the employment success of program graduates. Completion rates, job placement statistics, and salary information are available in the career centers.

#### ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

The associate in applied science (A.A.S.) degree is also a career education degree of the community colleges in Florida, including PBCC. This degree also is designed to prepare students for entry into employment.

The A.A.S. degree also requires completion of a minimum of fifteen (15) college credits of general education. However, the A.A.S. may include courses that will not typically apply to a baccalaureate program. This allows for general education courses designed to more closely tie to the occupational area. For example, business mathematics will meet the mathematics general education requirement for the A.A.S. degree, but not the A.S. Some A.A.S. programs are also classified as A.S. programs. In these cases, the general is different, but the technical components of the program are the same.

The College requires that the following competencies be documented through the courses that apply to the A.A.S. degree:

- \* Basic use of computers
- \* Computation
- \* Wellness
- \* Written and oral communication.

Specific course requirements listed in the catalog include these competencies.

Some of the general education courses of the A.A.S. degree, and some of the elective/occupational courses, may transfer. The Statewide Course Numbering System classifies courses according to subject matter. A course may transfer to a participating institution that offers a course having the same number. Advisors can help identify courses that are accepted. Some A.A.S. courses or programs are covered in agreements between PBCC and individual institutions. Advisors can help identify programs with agreements.

A.A.S. students who wish to also complete an A.A. or bachelor's degree may complete the remainder of the 36 general education hours at PBCC. The dual degree will be indicated on the student transcript. The Registrar should be notified that both degrees are desired.

Since the A.A.S. degree is primarily designed to prepare students for careers, the College maintains information on the employment success of program graduates. Completion rates, job placement statistics, and salary information are available in the career centers.

## CERTIFICATES/SPECIAL PROGRAMS

#### ADVANCED TECHNICAL CERTIFICATE (ATC)

An Advanced Technical Certificate (ATC) is a program of instruction of at least nine (9) but less than forty-five (45), credit hours of college-level courses. The ATC may be awarded to students who have already received a degree and are seeking an advanced, specialized planning program to supplement their associate or other degree.

Each ATC at PBCC has been developed to address individual specialty areas of nursing practice. The courses making up each ATC are focused on enhancing the excellence of health care delivery by the professional participant. PBCC offers five ATCs in the following areas: Cardiovascular Nursing, Community Home Health Nursing, Critical Care Nursing, Medical Surgical Nursing and Perioperative Nursing.

#### APPLIED TECHNOLOGY DIPLOMA (ATD)

The Applied Technology Diploma (ATD) is a course of study that is part of an A.A.S. or A.S. degree, is less than sixty (60) credit hours, is approximately 50 percent of the technical component (non-general education) and leads to employment in a specific occupation.

An ATD program may consist of either vocational credit or college credit. ATD's articulate into the related A.S. or A.A.S. degree. Four ATD's are being developed and will be offered in Fall 2000. These programs are:

- EMT
- Aircraft Airframe Mechanic
- Aircraft Power Mechanic
- Respiratory Care Technician.

#### POST SECONDARY VOCATIONAL CERTIFICATE (PSVC)

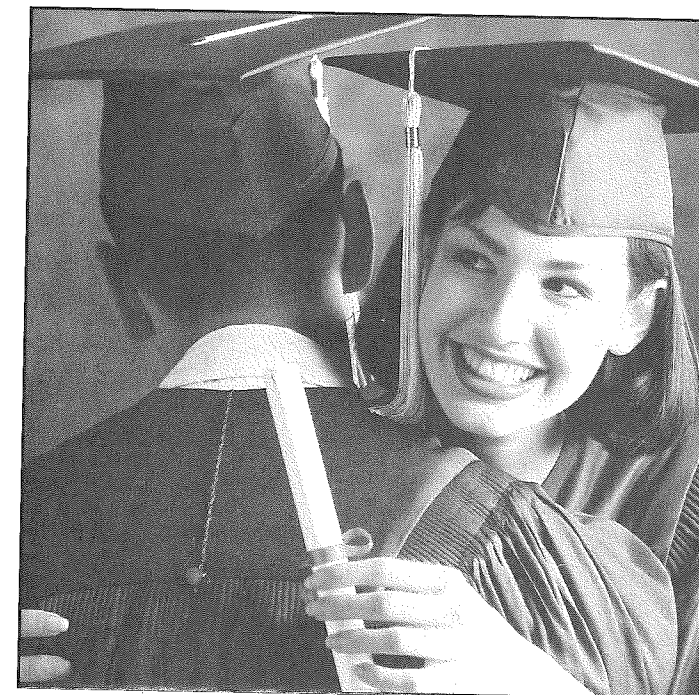
The Post Secondary Vocational Certificate (PSVC) is a college credit certificate which provides instruction consisting of college-level courses to prepare students for entry into employment. PBCC offers one PSVC in Paramedic.

#### POST SECONDARY ADULT VOCATIONAL (PSAV) CERTIFICATE

Post Secondary Adult Vocational (PSAV) programs provide instruction consisting of non-college-level courses to prepare for entry into employment. Completion of courses within the programs shall be recognized by the award of units of measure called vocational credit.

#### PROFESSIONAL AND PERSONAL DEVELOPMENT

Students may enroll in credit or other courses to meet individual educational needs, such as upgrading skills for employment, cultural enrichment and improving academic preparation. Each term, courses are listed in the Schedule of Classes and in special brochures that can be found in various locations (Registrar's Office, Registration, etc.) throughout the College.





## A.S. / A.A.S. PROGRAMS

## ACCOUNTING TECHNOLOGY (AS/AAS/TPA)

This program offers two options: the Staff Accountant Track and the Full-Charge Bookkeeper Track. It is designed for the student who will seek immediate employment in the accounting field upon graduation or who is presently employed in accounting and allied fields and desires advancement.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

## STAFF ACCOUNTANT TRACK (AAS A042/AS 2050)

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MFG 1106	Liberal Arts Mathematics (A.A.S. students take MTB 1103)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>
<b>REQUIRED COURSES</b>		
ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2100	Intermediate Accounting	3
ACG 2360	Cost Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
ACO 2661	Accounting Information Systems	3
BUL 2241	Business Law I	
— or —		
GEB 1011	Introduction to Business	
— or —		
MAN 2021	Principles of Management	3
CGS 1570	Microcomputer Applications	3
MNA 2100	Human Relations	3
OST 1332	Business Presentations	
— or —		
SPC 1016	Fundamentals of Speech Communication	3
OST 2335	Business Communications	4
TAX 2000	Federal Income Tax I	3
TAX 2010	Federal Income Tax II	3
<b>Total</b>		<b>41</b>

COURSE #	TITLE	HOURS
<b>ELECTIVES</b>		
	Business/Accounting Electives (STA 2023 is recommended)	8
<b>Total</b>		<b>64</b>

## SUGGESTED COURSE SEQUENCE

## TERM ONE

ACG 2022	Financial Accounting	4
BUL 2241	Business Law I	
— or —		
GEB 1011	Introduction to Business	
— or —		
MAN 2021	Principles of Management	3
CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3
MFG 1106	Liberal Arts Mathematics	3
<b>Total</b>		<b>16</b>

## TERM TWO

ACG 2071	Managerial Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
MNA 2100	Human Relations	3
OST 1332	Business Presentations	
— or —		
SPC 1016	Fundamentals of Speech Communication	3
OST 2335	Business Communications	4
<b>Total</b>		<b>16</b>

## TERM THREE

ACG 2100	Intermediate Accounting	3
HSC 2100	Health Concepts & Strategies	3
TAX 2000	Federal Income Tax I	3
	Business/Accounting Elective	5
	Any course from Humanities - Area II	3
<b>Total</b>		<b>17</b>

## TERM FOUR

ACG 2360	Cost Accounting	3
ACO 2661	Accounting Information Systems	3
TAX 2010	Federal Income Tax II	3
SYG 2000	Introduction to Sociology	
— or —		
	Any course from Social Science - Area V	3
	Business/Accounting Elective	3
<b>Total</b>		<b>15</b>

## FULL-CHARGE BOOKKEEPING TRACK (AAS A041/AS 2047)

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MFG 1106	Liberal Arts Mathematics	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

## REQUIRED COURSES

ACG 2022	Financial Accounting	4
ACG 2071	Managerial Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
APA 1111	Bookkeeping I	3
APA 1121	Bookkeeping II	3
APA 2172	Computerized Bookkeeping	4
BUL 2241	Business Law I	
— or —		
GEB 1011	Introduction to Business	
— or —		
MAN 2021	Principles of Management	3
CGS 1570	Microcomputer Applications	3
MTB 1103	Business Mathematics I	3
OST 1332	Business Presentations	
— or —		
SPC 1016	Fundamentals of Speech Communication	3
OST 2335	Business Communications	4
OST 2402	Office Procedures & Technology	4
TAX 2000	Federal Income Tax I	3
<b>Total</b>		<b>43</b>

## ELECTIVES

	Business/Accounting Electives	6
<b>Total</b>		<b>6</b>
<b>Total Program Hours</b>		<b>64</b>

## SUGGESTED COURSE SEQUENCE

## TERM ONE

APA 1111	Bookkeeping I	3
BUL 2241	Business Law I	
— or —		
GEB 1011	Introduction to Business	
— or —		
MAN 2021	Principles of Management	3
CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3
MTB 1103	Business Mathematics I	3
<b>Total</b>		<b>15</b>

## TERM TWO

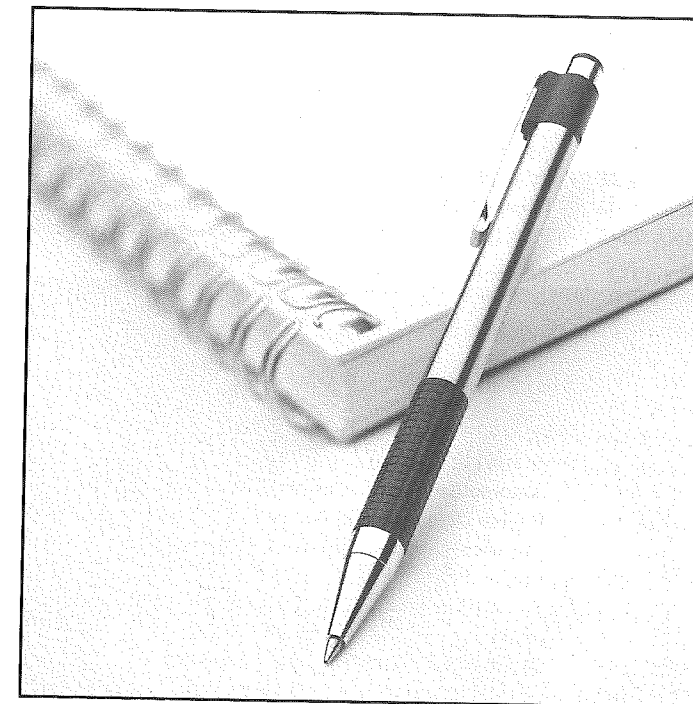
APA 1121	Bookkeeping II	3
HSC 2100	Health Concepts & Strategies	3
OST 1332	Business Presentations	
— or —		
SPC 1016	Fundamentals of Speech Communication	3
	Business Elective	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

## TERM THREE

ACG 2022	Financial Accounting	4
APA 2172	Computerized Bookkeeping	4
MFG 1106	Liberal Arts Mathematics	3
TAX 2000	Federal Income Tax I	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>17</b>

## TERM FOUR

ACG 2071	Managerial Accounting	3
ACG 2450	Microcomputer Operations - Accounting	3
OST 2335	Business Communications	4
OST 2402	Office Procedures & Technology	4
	Business/Accounting Elective	3
<b>Total</b>		<b>17</b>



### AUTOMOTIVE SERVICES MANAGEMENT TECHNOLOGY (TPA)

Suspended for 2000-2001 Academic Year

This program is designed for the student who seeks a management position in the automotive industry. It is an articulated program consisting of an automotive technology core offered by A.S.E. certified technical schools and a management core of courses offered by Palm Beach Community College.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a "C" average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra	3
POS 1001	Introduction to Political Science	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>15</b>
<b>REQUIRED COURSES</b>		
AER 1940	Apprentice Experience I	1
AER 1941	Apprentice Experience II	1
AER 1942	Apprentice Experience III	1
CGS 1570	Microcomputer Applications	3
ENC 1151	Applied Communications	3
MAN 2021	Principles of Management	3
MNA 2100	Human Relations	3
MNA 2345	Principles of Supervision	3
OST 1332	Business Presentations	
— or —		
SPC 1016	Fundamentals of Speech Communication	3
PHY 1001	Applied Physics	3
<b>Total</b>		<b>24</b>
<b>TECHNICAL CORE</b>		
(CHOOSE ANY 7 OF THE FOLLOWING)		
AER 1000	Automotive Parts & Customer Relations	3
AER 1004	Engine Diagnosis and Repair	3
AER 1100	Electrical System Diagnosis and Repair	3
AER 1112	Engine Performance	3
AER 1120	Suspension and Steering Systems	3
AER 1121	Brake System Diagnosis and Repair	3
AER 1131	Automatic Transmission and Transaxles	3
AER 1162	Manual Transmissions and Drive Train	3
AER 1171	Heating and Air-conditioning Systems	3
<b>Total</b>		<b>21</b>
<b>Total Program Hours</b>		<b>68</b>
<b>ELECTIVES (8 HOURS REQUIRED)</b>		
BUL 2241	Business Law I	3
ETI 2633	Industrial Relationships	3
GEB 1011	Introduction to Business	3
MAC 1114	Trigonometry	3
MAR 2011	Principles of Marketing	3
MKA 2021	Salesmanship	3

### BUILDING CONSTRUCTION TECHNOLOGY (AAS A213/AS 2198/TPA)

This program is designed for the student who is seeking an entry-level management position in building construction. Course content covers both technical and supervisory skills.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra	
	(A.A.S. students take MAT 1033)	3
POS 2041	American National Government	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>18</b>
<b>REQUIRED COURSES</b>		
BCN 1210	Building Construction Materials	3
BCN 1272	Plans Interpretation	3
BCN 1616	Advanced Construction Estimating	3
BCN 2220	Construction Materials and Methods	3
BCN 2253C	Architectural Drafting	3
BCN 2941	Building Construction Experience	4
BCT 1743	Construction Law	3
BCT 1750	Construction Finance	3
BCT 2705	Construction Supervision Procedure	3
ENC 1151	Applied Communication	3
ETD 1100C	Introduction to Technical Drawing	2
ETD 1320C	Computer Drafting	3
HSC 1400	Standard First Aid and CPR	1
MAC 1114	Trigonometry	3
PHY 1001	Applied Physics	3
SUR 1101C	Basic Surveying and Mapping	4
<b>Total</b>		<b>47</b>
<b>Total Program Hours</b>		<b>65</b>
<b>SUGGESTED COURSE SEQUENCE</b>		
<b>TERM ONE</b>		
BCN 1272	Plans Interpretation	3
ENC 1101	College Composition I	3
ENC 1151	Applied Communication	3
ETD 1100C	Introduction to Technical Drawing	2
MAC 1105	College Algebra	3
<b>Total</b>		<b>14</b>
<b>TERM TWO</b>		
BCT 1743	Construction Law	3
BCT 1750	Construction Finance	3
BCT 2705	Construction Supervision Procedure	3
MAC 1104	Trigonometry	3
SUR 1101C	Basic Surveying and Mapping	4
<b>Total</b>		<b>16</b>
<b>TERM THREE</b>		
BCN 1210	Construction Materials	3
BCN 1616	Advanced Construction Estimating	3
BCN 2220	Construction Materials and Methods	3
BCN 2253C	Architectural Drafting	3
PHY 1001	Applied Physics	3
<b>Total</b>		<b>15</b>

### TERM FOUR

BCN 2941	Building Construction Experience	4
ETD 1320C	Computer Drafting	3
HSC 1400	Standard First Aid and CPR	1
HSC 2100	Health Concepts & Strategies	3
POS 2041	American National Government	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>20</b>

### BUSINESS ADMINISTRATION AND MANAGEMENT (AAS A087/TPA)

This program is designed for the student who wants to enter the field of business. Course content includes basic theoretical knowledge and the opportunity to explore various fields of vocational interest.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

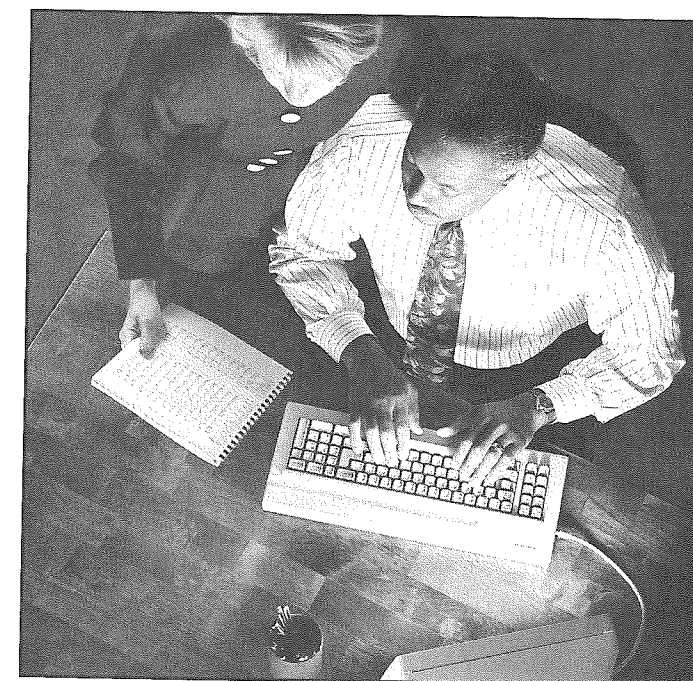
COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>
<b>REQUIRED COURSES</b>		
APA 1111	Bookkeeping I	3
CGS 1570	Microcomputer Applications	3
ENC 1102	College Composition II	
— or —		
ENC 1151	Applied Communications	
— or —		
OST 2335	Business Communications	3
GEB 1011	Introduction to Business	3
MAR 2011	Principles of Marketing	3
MNA 2100	Human Relations	
— or —		
MNA 2345	Principles of Supervision	3
MTB 1103	Business Mathematics	3
SPC 1016	Fundamentals of Speech Communication	3
	Business Elective *	15
	General Elective **	10
<b>Total</b>		<b>49</b>
<b>Total Program Hours</b>		<b>64</b>

\* Business Electives: Choose from the areas of Accounting Business, Computer Science, Legal Assisting, Economics, Management, Marketing, Real Estate and Office Systems Technology.

\*\* General Electives: Choose from the areas of English, Mathematics, Humanities, Science and Social Science.

### SUGGESTED COURSE SEQUENCE

<b>TERM ONE</b>		
APA 1111	Bookkeeping I	3
CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
<b>Total</b>		<b>15</b>
<b>TERM TWO</b>		
ENC 1102	College Composition II	
— or —		
ENC 1151	Applied Communications	
— or —		
OST 2335	Business Communications	3
MGF 1106	Liberal Arts Mathematics	3
MAR 2011	Principles of Marketing	3
	Business Elective*	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>
<b>TERM THREE</b>		
MNA 2100	Human Relations	
— or —		
MNA 2345	Principles of Supervision	3
SPC 1016	Fundamentals of Speech Communication	3
	Business Electives*	6
	General Electives **	6
<b>Total</b>		<b>18</b>
<b>TERM FOUR</b>		
HSC 2100	Health Concepts & Strategies	3
	Business Electives*	6
	General Electives **	4
	Any course from Humanities - Area II	3
<b>Total</b>		<b>16</b>





## CHILD DEVELOPMENT AND EDUCATION (AS)

This program is designed for the student who wishes to enter the field of early childhood as an educator/care giver. The course content provides the student with a thorough background in all aspects of child development as well as expanding his/her classroom knowledge into a practical hands-on teaching experience in either a Traditional Track or Montessori Track.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ARH 1000	Art Appreciation	
— or —		
MUL 1010	Music Appreciation	
— or —		
THE 1000	Theater Appreciation	3
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
PSY 2012	General Psychology	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>15</b>

## REQUIRED COURSES

DEP 2102	Child Growth and Development *	3
EEC 1001	Introduction to Early Childhood Education	3
HUS 1001	Introduction to Human Services	3
SPC 1300	Introduction to Interpersonal Communication	3
SYG 2430	Marriage and Family *	3

The following courses are under development:

EDF 1030	Child Guidance and Behavior	3
	Child with Special Needs	3
	Health, Safety, & Nutrition for Young Children	3
	Observation and Assessment	3

**Total**

**30**

## TRADITIONAL TRACK (AS 2342)

COURSE #	TITLE	SEMESTER
<b>HOURS</b>		
CHD 1220	Child Development, Infancy/Preschool (Spring)	3
EDG 1311	Education Practicum I (Spring)	3
EDG 1312	Education Practicum II (Fall)	3
EEC 1200	Early Childhood Curriculum I (Fall)	3
EEC 1311	Early Childhood Curriculum II (Fall)	3
	Early Childhood Curriculum III (Spring)	3
<b>Total</b>		<b>18</b>

## MONTESSORI SPECIALIZATION TRACK (AS 2349)

COURSE #	TITLE	HOURS
CHD 1220	Child Development, Infancy/Preschool (Spring)	3
EEC 1006	Montessori Philosophy (Fall)	3
EEC 2530	Montessori Curriculum I (Fall)	3
EEC 2532	Montessori Curriculum II (Spring)	3

EEC 2940	Montessori Teaching Practicum I (Fall)	3
EEC 2941	Montessori Teaching Practicum II (Spring)	3
<b>Total</b>		<b>18</b>

**Total Program Hours**

**63**

\* These courses have a prerequisite of PSY 2012.

## SUGGESTED COURSE SEQUENCE

## TERM ONE

ARH 1000	Art Appreciation	
— or —		
MUL 1010	Music Appreciation	
— or —		
THE 1000	Theater Appreciation	3
EEC 1001	Introduction Early Childhood	3
EEC 1006	Montessori Philosophy	

— or —		
EEC 1200	Early Childhood Curriculum I	3
EEC 1311	Early Childhood Curriculum II	
— or —		
EEC 2530	Montessori Curriculum I	3
ENC 1101	College Composition I	3
<b>Total</b>		<b>15</b>

## TERM TWO

EEC 2532	Montessori Curriculum II	
— or —		
	Early Childhood Curriculum III	3
PSY 2012	General Psychology	3
SPC 1300	Introduction to Interpersonal Communication	3
	Health, Safety and Nutrition for Young Children	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>15</b>

## TERM THREE

DEP 2102	Child Growth and Development	3
EDF 1030	Child Guidance and Behavior	3
EDG 1311	Education Practicum I	

— or —		
EEC 2940	Montessori Teaching Practicum I	3
HUS 1001	Introduction to Human Services	3
	Conflict Resolution	3
	Observation and Assessment	3
<b>Total</b>		<b>18</b>

## TERM FOUR

CHD 1220	Child Development, Infancy/Preschool (Spring)	3
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EDG 1312	Education Practicum II	
— or —		
EEC 2941	Montessori Teaching Practicum II	3
HSC 2100	Health Concepts & Strategies	3
SYG 2430	Marriage & Family Children with Special Needs	3
<b>Total</b>		<b>15</b>

## COMPUTER INFORMATION SYSTEMS ANALYSIS (AAS/AS/TPA)

This program offers three tracks which allow the student to develop abilities to use programming languages (Programming Track), application software (Applications Track) or manage a local area network (Network Track).

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

## APPLICATIONS TRACK (AAS A132/AS 2124)

COURSE #	TITLE	HOURS
<b>PROGRAM PREREQUISITES</b>		
CGS 1570	Microcomputer Applications	3
COP 1002	Structured Programming	3
<b>Total</b>		<b>6</b>

## GENERAL EDUCATION REQUIREMENTS

ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	
— or —		
MGF 1107	Finite Mathematics (A.A.S. students take MAT 1033)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

## REQUIRED COURSES

APA 1111	Bookkeeping I	3
CGS 1513	Electronic Spreadsheets	3
CGS 1543	Database Management	3
CGS 1565	Microcomputer Operating Systems	3
CIS 2321	Systems and Applications	3
OST 2711C	Word Processing	3
SPC 1016	Fundamentals of Speech Communication	3
	Business/Computer Electives	11
	Programming Language Electives	3
	Technical Electives	7
<b>Total</b>		<b>42</b>

**Total Program Hours**

**63**

## BUSINESS/COMPUTER ELECTIVES

ACG 2022	Financial Accounting	4
APA 1111	Bookkeeping I	3
COP 1165C	Programming RPG 400	3
COP 1220	Introduction to Programming in C	3
COP 1332	Visual Basic Programming	3
COP 2120C	Programming COBOL	3
COP 2121C	COBOL Applications	3
COP 2334	Programming in C++	3
COP 2800	Programming in Java	3
GEB 1011	Introduction To Business	3

## PROGRAMMING LANGUAGE ELECTIVES

COP 1165C	Programming RPG 400	3
COP 1220	Introduction to Programming in C	3
COP 1332	Visual Basic Programming	3
COP 2120C	Programming COBOL	3
COP 2121C	COBOL Applications	3
COP 2334	Programming in C++	3
COP 2800	Programming in Java	3

## TECHNICAL ELECTIVES

CGS 1561	Inside the PC	1
CGS 1565	Microcomputer Operating Systems	3
CGS 2555	Introduction to the Internet	3
COP 2341	UNIX Operating System	3
COP 2822	Web Page Design	1

## SUGGESTED COURSE SEQUENCE

## TERM ONE

CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3
GEB 1011	Introduction to Business	3

MGF 1106	Liberal Arts Mathematics	
— or —		
MGF 1107	Finite Mathematics	3

SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		<b>15</b>

## TERM TWO

COP 1002	Structured Programming	3
HSC 2100	Health Concepts & Strategies	3
OST 2711C	Word Processing	3
	Business/Computer/Technical Elective	3
	Any course from Social Science - Area V	3

**Total**

**15**

## TERM THREE

APA 1111	Bookkeeping I	3
CGS 1513	Electronic Spreadsheets	3
CGS 1543	Database Management	3
CIS 2321	Systems and Applications	3
COP 1332	Visual Basic Programming	3
	Business/Computer Elective	3
<b>Total</b>		<b>18</b>

## TERM FOUR

CGS 1565	Microcomputer Operating Systems	3
CGS 2555	Introduction to the Internet	3
OST 1811	Desktop Publishing	3
	Business/Computer Elective	3
	Any course from Humanities - Area II	3

**Total**

**15**

## PROGRAMMING TRACK (AAS A133/AS 2126)

COURSE #	TITLE	HOURS
<b>PROGRAM PREREQUISITES</b>		
CGS 1570	Microcomputer Applications	3
COP 1002	Structured Programming	3
<b>Total</b>		<b>6</b>

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**GENERAL EDUCATION REQUIREMENTS**

ENC 1101	College Composition I	3
	(A.A.S. students take ENC 1151)	
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	
— or —		
MGF 1107	Finite Mathematics	
	(A.A.S. students take MAT 1033)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

**REQUIRED COURSES**

CIS 2321	Systems and Applications	3
ECO 2013	Principles of Macroeconomics	3
MNA 2100	Human Relations	3
SPC 1016	Fundamentals of Speech Communication	3
	Business/Computer Electives (see below)	11
	Programming Languages (see below)	12
	Technical Electives (see below)	7
<b>Total</b>		<b>42</b>

**Total Program Hours**

63

**BUSINESS COMPUTER ELECTIVES**

ACG 2022	Financial Accounting	4
APA 1111	Bookkeeping I	3
COP 1165C	Programming RPG 400	3
COP 1220	Introduction to Programming in C	3
COP 1332	Visual Basic Programming	3
COP 2120C	Programming COBOL	3
COP 2121C	COBOL Applications	3
COP 2334	Programming in C++	3
COP 2800	Programming in Java	3
GEB 1011	Introduction to Business	3

**PROGRAMMING LANGUAGE/ELECTIVES**

COP 1165C	Programming RPG 400	3
COP 1220	Introduction to Programming in C	3
COP 1332	Visual Basic Programming	3
COP 2120C	Programming COBOL	3
COP 2121C	COBOL Applications	3
COP 2334	Programming in C++	3
COP 2800	Programming in Java	3

**TECHNICAL ELECTIVES**

CGS 1561	Inside the PC	1
CGS 1565	Microcomputer Operating Systems	3
CGS 2555	Introduction to the Internet	3
COP 2341	UNIX Operating System	3
COP 2822	Web Page Design	1

**SUGGESTED COURSE SEQUENCE****TERM ONE**

CGS 1570	Microcomputer Applications	3
COP 1002	Structured Programming	3
ENC 1101	College Composition I	3
MGF 1106	Liberal Arts Mathematics	3

— or —

MGF 1107	Finite Mathematics	3
SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		<b>15</b>

**TERM TWO**

CGS 2555	Introduction to the Internet	3
COP 1165C	Programming RPG 400	3
COP 2120C	Programming COBOL	3
ECO 2013	Principles of Macroeconomics	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

**TERM THREE**

APA 1111	Bookkeeping I	3
CIS 2321	Systems and Applications	3
COP 1332	Visual Basic Programming	3
GEB 1011	Introduction to Business	3
	Technical/Programming Language Electives (2)	6
<b>Total</b>		<b>18</b>

**TERM FOUR**

COP1220	Introduction to Programming in C	3
HSC 2100	Health Concepts & Strategies	3
MNA 2100	Human Relations	3
	Business/Computer/Technical Elective	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>15</b>

**NETWORK TRACK (AAS A131/AS 2123)**

COURSE #	TITLE	HOURS
<b>PROGRAM PREREQUISITES</b>		
CGS 1565	Microcomputer Operating Systems	3
CGS 1570	Microcomputer Applications	3
COP 1002	Structured Programming	3
<b>Total</b>		<b>9</b>

**GENERAL EDUCATION REQUIREMENTS**

ENC 1101	College Composition I	
	(A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	
— or —		
MGF 1107	Finite Mathematics	
— or —		
	Any course from Natural Sciences - Area IV	3
	(A.A.S. students take MAT 1033)	
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

**REQUIRED COURSES**

CEN 2503	Local Area Networks	3
CEN 2504	Wide Area Networks	3
CEN 2507	TCP/IP and Network Architectures	3
CEN 2522	Networking Technologies	3
CGS 2555	Introduction to the Internet	3
CIS 2321	Systems and Applications	3
MNA 2100	Human Relations	3
SPC 1016	Fundamentals of Speech Communication	3
	Business/Computer Electives	11
	Technical Electives	4
<b>Total</b>		<b>39</b>

**Total Program Hours**

63

## CRIMINAL JUSTICE TECHNOLOGY— CORRECTIONS AND LAW ENFORCEMENT (AAS/AS/TPA)

**LIMITED ACCESS FOR THE ACADEMIES**

This program is designed to provide educational and practical experiences for students and corrections or law enforcement officers to advance in their careers. Students who are not certified officers in Florida must complete the degree requirements of 64 semester hours. Those students cannot use the courses with the CJD prefix for the degree. The police and corrections academies are limited access programs. Contact the Criminal Justice Institute regarding admission requirements.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

**SPECIAL ADMISSIONS REQUIREMENTS**

Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Academy should seek counseling from the Criminal Justice Institute. Those who wish to be admitted to the A.A.S. or A.S. degree program should seek counseling from the Criminal Justice/Public Safety Department.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics (A.A.S. degree students take MAT 1033)	3
	Any course from Humanities - Area II	3
	Any course from Natural Sciences - Area IV	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>18</b>

**REQUIRED COURSES**

CCJ 1010	Introduction to Criminology	3
CCJ 1020	Administration of Criminal Justice	3
CCJ 1400	Police Administration 1	3
CCJ 2210	Criminal Law	3
CCJ 2500	Juvenile Delinquency	3
<b>Total</b>		<b>15</b>

**ELECTIVES**

CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner	3
CCJ 1250	Introduction to Constitutional Law	3
CCJ 1401	Police Administration II	3
CCJ 2230	Laws of Evidence	3
CCJ 2231	Law of Arrest Search & Seizure	3
CCJ 2330	Principles of Probation and Parole	3
CCJ 2940C	Criminal Justice Intern Program	4
CJT 2100	Criminal Investigation	3
CJT 2140	Introduction to Criminalistics	3
<b>Total</b>		<b>15</b>

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Note: Non-Academy students must take the General Education requirements, the required courses and at least two of the electives. The remaining twenty-five (25) credits to equal sixty-four (64) credits can be completed with General Education courses, Criminal Justice courses and/or A.A. courses. Students must see an academic or program advisor to create an academic plan.

**LAW ENFORCEMENT OFFICER TRACK (AAS 2608/AS 2606)**

CJD 1254L	Medical First Responder	1
CJD 1700	Criminal Justice Legal I	3
CJD 1701	Criminal Justice Legal II	3
CJD 1720	Law Enforcement Legal III	2
CJD 1702	Criminal Justice Communications - Law Enforcement	3
CJD 1713C	Interpersonal Skills I - Law Enforcement	3
CJD 1724C	Law Enforcement Investigations	3
CJD 1721C	Law Enforcement Patrol	3
HLP 1081	Physical Fitness I	1
	Electives	9
<b>Total</b>		<b>31</b>
<b>Total Program Hours</b>		<b>64</b>

**SUGGESTED COURSE SEQUENCE****TERM ONE**

CCJ 1010	Introduction to Criminology	3
CCJ 1400	Police Administration I	3
ENC 1101	College Composition I	3
	Any course from Social Science - Area V	3
	Any Mathematics course at the level of 1105 or higher	3
<b>Total</b>		<b>15</b>

**TERM TWO**

CCJ 1020	Administration of Criminal Justice	3
CCJ 2210	Criminal Law	3
CCJ 2500	Juvenile Delinquency	3
HSC 2100	Health Concepts & Strategies	3
	Any course from Humanities - Area II	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>18</b>

**TERM THREE**

CJD 1701	Criminal Justice Legal II	3
CJD 1702	Criminal Justice Communication - Law Enforcement	3
CJD 1713C	Interpersonal Skills I - Law Enforcement	3
HLP 1081	Physical Fitness I	1
	Electives (see above) (2)	6
<b>Total</b>		<b>16</b>

**TERM FOUR**

CJD 1254L	Medical First Responder	1
CJD 1700	Criminal Justice Legal I	3
CJD 1721C	Law Enforcement Patrol	3
CJD 1724C	Law Enforcement Investigations	3
CJD 1720	Law Enforcement Legal III	2
	Elective (see above)	3
<b>Total</b>		<b>15</b>

**CORRECTIONS OFFICER TRACK (AAS A607/AS 2605)**

CJD 1254L	Medical First Responder	1
CJD 1700	Criminal Justice Legal I	3
CJD 1702	Criminal Justice Communication - Law Enforcement	3
CJD 1703C	Interpersonal Skills I - Corrections	3
CJD 1740	Interpersonal Skills II - Corrections	3
CJD 1742	Corrections Operation	3
CJD 1771	Corrections Legal II	1
HLP 1081	Physical Fitness I	1
	Electives	13
<b>Total</b>		<b>31</b>
<b>Total Program Hours</b>		<b>64</b>

**SUGGESTED COURSE SEQUENCE****TERM ONE**

CCJ 1010	Introduction to Criminology	3
CCJ 1400	Police Administration I	3
ENC 1101	College Composition I	3
	Any course from Social Science - Area V	3
	Any Mathematics course at the level of 1105 or higher	3
<b>Total</b>		<b>15</b>

**TERM TWO**

CCJ 1020	Administration of Criminal Justice	3
CCJ 2210	Criminal Law	3
CCJ 2500	Juvenile Delinquency	3
HSC 2100	Health Concepts & Strategies	3
	Any course from Humanities - Area II	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>18</b>

**TERM THREE**

CJD 1254L	Medical First Responder	1
CJD 1700	Criminal Justice Legal I	3
CJD 1702	Criminal Justice Communications - Law Enforcement	3
CJD 1703C	Interpersonal Skills I - Corrections	3
CJD 1742	Corrections Operation	3
CJD 1771	Corrections Legal II	1
HLP 1081	Physical Fitness I	1
<b>Total</b>		<b>15</b>

**TERM FOUR**

CJD 1740	Interpersonal Skills II - Corrections	3
	Electives (see above) (4 or 5)	13
<b>Total</b>		<b>16</b>

**DRAFTING AND DESIGN TECHNOLOGY (AAS A169/AS 2178/TPA)**

This program prepares the student for employment in the field of technical graphical representation. Course content provides the basics of drafting practice and techniques.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I (Not required for A.A.S. students)	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra (A.A.S. students take MAT 1033)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>12/15</b>

**REQUIRED COURSES**

BCN 1210	Construction Materials	3
BCN 2253C	Architectural Drafting	3
ENC 1151	Applied Communications	3
ETD 1100C	Introduction to Technical Drawing	3
ETD 1320C	Computer Drafting	3
ETD 1461	Mechanical Design I	4
ETD 1620C	Electrical Drafting	3
ETD 1622C	Electronic Drafting	3
ETD 1528	Mechanical Design II	4
ETD 2350C	Advanced Computer Drafting	3
ETI 2633	Industrial Relationships	3
MAC 1114	Trigonometry	3
PHY 1001	Applied Physics	3
SUR 1101C	Basic Surveying and Mapping	4
<b>Total</b>		<b>45</b>

**ELECTIVES**

(A.A.S. STUDENTS SELECT 6 CREDITS AND A.S. STUDENTS SELECT 3 CREDITS)

ETD 2331C	AutoLISP	2
ETD 2332C	Customizing AutoCAD	2
ETD 2352C	Modeling in 3D	2
ETD 2355C	Three-Dimensional CAD	3
ETD 2377C	3D Studio Max I	3
ETD 2378C	3D Studio Max II	3
<b>Total</b>		<b>6/3</b>
<b>Total Program Hours</b>		<b>63</b>

**SUGGESTED COURSE SEQUENCE****TERM ONE**

ENC 1101	College Composition I	3
ETD 1100C	Introduction to Technical Drawing	3
ETD 1320C	Computer Drafting	3
ETD 1620C	Electrical Drafting	3
MAC 1105	College Algebra	3
<b>Total</b>		<b>15</b>

**TERM TWO**

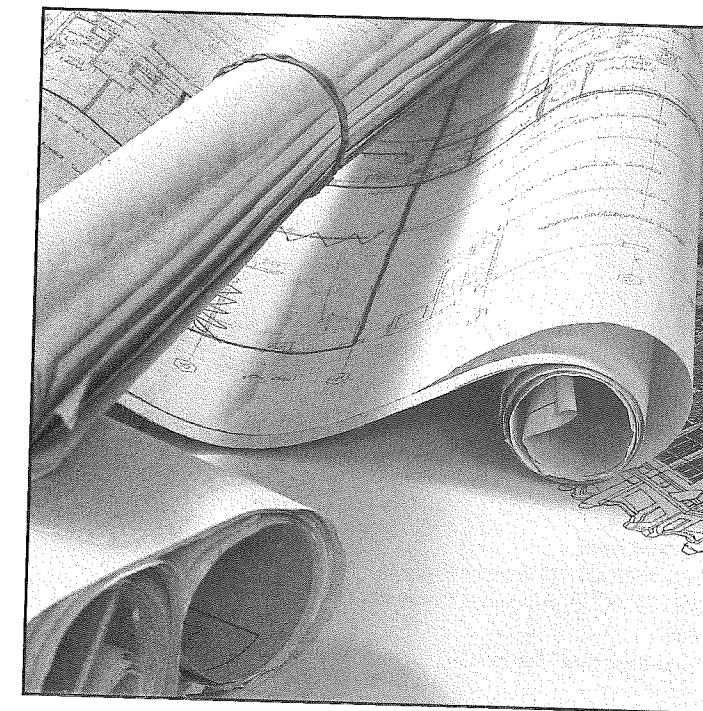
ENC 1151	Applied Communications	3
ETD 1622C	Electronic Drafting	3
ETD 2350C	Advanced Computer Drafting	3
ETI 2633	Industrial Relationships	3
MAC 1114	Trigonometry	3
<b>Total</b>		<b>15</b>

**TERM THREE**

BNC 1210	Construction Materials	3
BNC 2253C	Architectural Drafting	3
ETD 1461	Mechanical Design Drafting I	4
HSC 2100	Health Concepts & Strategies	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>16</b>

**TERM FOUR**

ETD 1528	Mechanical Design II	4
PHY 1001	Applied Physics	3
SUR 1101C	Basic Surveying and Mapping	4
	Any course from Social Sciences - Area V	3
	Elective	3
<b>Total</b>		<b>17</b>



### ELECTRONICS ENGINEERING TECHNOLOGY (AAS A166/TPA)

This program is designed to prepare the student to enter the electronic technology field and assist in the design, production, operation and servicing of electronic systems and equipment. The graduate of this program may assist professional engineers in laboratories, become a tester or inspector on an assembly line or apply their knowledge to practical problems of design and construction on research development.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MAC 1033	Intermediate Algebra	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

#### REQUIRED COURSES

CET 1123 C	Microprocessors	4
CET 2112C	Logic Circuits	4
EET 1015	DC Circuits	3
EET 1015L	DC Circuit Analysis Laboratory	1
EET 1025	AC Circuit Analysis	3
EET 1025L	AC Circuit Analysis Laboratory	1
EET 2121	Electronics I	3
EET 2121L	Electronics I Laboratory	1
EET 2122	Electronics II	3
EET 2122L	Electronics II Laboratory	1
EET 2322C	Communication Electronics	
— or —		
EST 2541C	Servo-Mechanisms	4
EET 2515C	AC and DC Motors/Generators	4
ENC 1151	Applied Communications	3
EST 2542C	Programmable Controllers	3
ETD 1620C	Electrical Drafting	3
ETI 2633	Industrial Relationships	3
MAC 1114	Trigonometry	3
PHY 1001	Applied Physics	3
<b>Total</b>		<b>50</b>

#### ELECTIVES

(CHOOSE ONE)

ETD 1320 C	Computer Drafting	3
ETD 2350C	Advanced Computer Drafting	3
<b>Total</b>		<b>3</b>
<b>Total Program Hours</b>		<b>72</b>

#### SUGGESTED COURSE SEQUENCE

##### TERM ONE

EET 1015	DC Circuits	3
EET 1015 L	DC Circuit Analysis Laboratory	1
EET 1025	AC Circuit Analysis	3
EET 1025L	AC Circuit Analysis Laboratory	1
HSC 2100	Health Concepts & Strategies	3
MAC 1033	Intermediate Algebra	3
<b>Total</b>		<b>14</b>

##### TERM TWO

CET 2112C	Logic Circuits	4
ENC 1101	College Composition I	3
ETD 1620C	Electrical Drafting	3
MAC 1114	Trigonometry	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>16</b>

##### TERM THREE

CET 1123C	Microprocessors	4
EET 2121	Electronics I	3
EET 2121L	Electronics I Laboratory	1
EET 2122	Electronics II	3
EET 2122L	Electronics II Laboratory	1
ETI 2633	Industrial Relationships	3
<b>Total</b>		<b>15</b>

##### TERM FOUR

EET 2322C	Communication Electronics	
— or —		
EST 2541C	Servo-Mechanisms	4
EET 2515C	AC and DC Motors/Generators	4
ENC 1151	Applied Communications	3
EST 2542C	Programmable Controllers	3
PHY 1001	Applied Physics	3
	Elective	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>23</b>

### ENVIRONMENTAL HORTICULTURE TECHNOLOGY (AS 2191)

This program is designed to prepare the student for management and technical positions in the green industry. Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management and landscape construction. In addition to the A.S. degree, the Environmental Horticulture program offers an associate in arts degree, articulation with the University of Florida and a certificate program.

#### SPECIAL ADMISSIONS REQUIREMENTS

Students must have a minimum 2.0 GPA for entrance into this program. Students should discuss their goals with the program leader during the first term of enrollment.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENT</b>		
CHM 1015	Principles of Chemistry	3
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	3
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>21</b>

#### REQUIRED COURSES

GCO 2230	Pumping and Irrigation Systems	3
IPM 1301	Pesticides	3
ORH 1010	Introduction to Horticulture	3
ORH 2220	Turfgrass Culture	3
ORH 2412	Plant Physiology	3
ORH 2510	Ornamental Plant Identification I	3
ORH 2830	Introduction to Landscape Design	3
ORH 2949C	Work Experience/Internship	3
PLS 2220	Plant Propagation	3
PMA 2213	Plant Pest Management	3
SOS 1102	Soils and Fertilizers	3
<b>Total</b>		<b>33</b>

#### ELECTIVES

(CHOOSE TWO)

APA 1111	Bookkeeping I	3
BUL 2241	Business Law I	3
CGS 1570	Microcomputer Applications	3
MAN 2021	Principles of Management	3
MAN 2800	Small Business Management	3
MNA 2345	Principles of Supervision	3
ORH 1842	Landscape Construction	3
ORH 2232	Arboriculture	3
ORH 2253	Nursery Management	3
ORH 2511	Ornamental Plant Identification II	3
ORH 2835	Computer-Aided Landscape Design	3
ORH 2873	Interiorscape Design and Maintenance	3
<b>Total</b>		<b>6</b>
<b>Total Program Hours</b>		<b>60</b>

#### SUGGESTED COURSE SEQUENCE

##### TERM ONE

ENC 1101	College Composition I	3
MGF 1106	Liberal Arts Mathematics	3
ORH 1010	Introduction to Horticulture	
	(Take early in program.)	3
ORH 2220	Turfgrass Culture	3
ORH 2510	Ornamental Plant Identification I	
	(Take early in program.)	3
<b>Total</b>		<b>15</b>

##### TERM TWO

PLS 2220	Plant Propagation	3
PMA 2213	Plant Pest Management	3
SOS 1102	Soils and Fertilizers	3
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>15</b>

##### TERM THREE

CHM 1015	Principles of Chemistry	3
GCO 2230	Pumping and Irrigation Systems	3
HSC 2100	Health Concepts & Strategies	3
IPM 1301	Pesticides	3
ORH 2830	Introduction to Landscape Design	3
<b>Total</b>		<b>15</b>

##### TERM FOUR

ORH 2412	Plant Physiology	
	(Take after CHM 1015.)	3
ORH 2949C	Work Experience/Internship	
	(Take late in program)	3
	Any course from Social Science - Area V	3
	Electives (2)	6
<b>Total</b>		<b>15</b>



### FILM, TELEVISION AND VIDEO PRODUCTION TECHNOLOGY (AS 2282/TPA)

The A.S. degree in Film, Television and Video Production Technology prepares students for entry-level positions that may lead to mid-management employment. The student who completes the program will be able to work in a technical capacity. The program offers internship experiences in cooperation with the local television and film industry, as well as through student film production projects. The film and television courses are offered on a block schedule that requires students to enroll in two or more major courses each term. All General Education and prerequisite courses should be taken at times that do not conflict with the film and television course offerings.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program. For more information, visit the Registrar's Office or the Film/TV/Video Technology program office at PBCC's Palm Beach Gardens location.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
SYG 2000	Introduction to Sociology	3
	Any course from Humanities - Area II	3
	Any course from Mathematics - Area III	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>18</b>

#### REQUIRED COURSES

FIL 1200	Motion Picture and Television Production I	3
FIL 2100	Writing for Film and Television	3
PGY 1401C	Introduction to Photography	3
RTV 2000	Fundamentals of Television Production	3
RTV 2300C	Introduction to Broadcast Journalism	3
TPA 1200	Stagecraft I	3
TPA 1211	Advanced Stagecraft	3
<b>Total</b>		<b>21</b>

#### ADVANCED CORE COURSES

(Note: FIL 1200 is the prerequisite for the following courses.)

FIL 1620C	Computer Application for Film, Television and Video	3
FIL 2202C	Motion Picture and Television Production II	4
FIL 2211C	Editing and Post Production	3
FIL 2271C	Camera Techniques	3
FIL 2272C	Lighting Techniques	3
FIL 2273C	Gripping	3
FIL 2275C	Sound	3
<b>Total</b>		<b>22</b>

#### INTERNSHIPS

(Note: Students are required to participate in three internships.)

FIL 2211L	Editing and Post Production Lab	1
FIL 2271L	Camera Internship	1
FIL 2272L	Lighting Internship	1
FIL 2273L	Gripping Internship	1
FIL 2275L	Sound Internship	1
<b>Total</b>		<b>3</b>

**Total Program Hours 64**

#### SUGGESTED COURSE SEQUENCE

##### TERM ONE

ENC 1101	College Composition I	3
FIL 1200	Motion Picture and Television Production I	3
HSC 2100	Health Concepts & Strategies	3
PGY 1401C	Introduction to Photography	3
TPA 1200	Stagecraft I	3
<b>Total</b>		<b>15</b>

##### TERM TWO

FIL 2100	Writing for Film and Television	3
RTV 2000	Fundamentals of Television Production	3
SYG 2000	Introduction to Sociology	3
TPA 1211	Advanced Stagecraft	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>15</b>

##### TERM THREE

FIL 2211C	Editing and Post Production	3
FIL 2271C	Camera Techniques	3
FIL 2272C	Lighting Techniques	3
	Any course from Mathematics - Area III	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>15</b>

##### TERM FOUR

FIL 1620C	Computer Application for Film, Television and Video	3
FIL 2202C	Motion Picture and Television Production II	4
FIL 2273C	Gripping	3
FIL 2275C	Sound	3
RTV 2300C	Introduction to Broadcast Journalism	3
<b>Total</b>		<b>16</b>

**INTERNSHIPS:** Three internships must be completed in the second year. Each internship has a prerequisite as listed below. Pick any three of the five internships for credit. Permission of the program leader at the Palm Beach Gardens location must be obtained prior to registering for internships.

COURSE #	TITLE	HOURS
FIL 2271L	FIL 2271C	1
FIL 2272L	FIL 2272C	1
FIL 2273L	FIL 2273C	1
FIL 2211L	FIL 2211C	1
FIL 2275L	FIL 2275C	1
<b>Total</b>		<b>3</b>

### FIRE SCIENCE TECHNOLOGY (AS 2195/TPA)

This program is designed for the student who is currently serving as a firefighter and wishes to advance in various fire service areas.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

#### SPECIAL ADMISSIONS REQUIREMENTS

Special admission requirements are associated with this program.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
POS 2112	American State or Local Government	3
	— or —	
	Any course from Social Science - Area V	3
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3
	Any course from Natural Sciences - Area IV (except HSC 2100)	3
<b>Total</b>		<b>15</b>

#### REQUIRED COURSES

CGS 1570	Microcomputer Applications	3
FFP 1200	Fire Prevention	3
FFP 2100	Fire Service Administration	3
FFP 2130	Company Officer Leadership I	3
FFP 2150	Instructional Methodology	3
FFP 2320	Building Construction for Fire Protection	3
FFP 2410	Fire Service Tactics and Strategies	3
FFP 2500	Hazardous Materials for Emergency Operations	3
MNA 2303	Introduction to Public Personnel Management	3
MTB 1103	Business Mathematics I	3
	— or —	
	Any course from Mathematics - Area III	3
<b>Total</b>		<b>30</b>

#### ELECTIVES (CHOOSE FIVE)

FFP 1600	Fire Apparatus and Equipment	3
FFP 1620	Private Fire Protection	3
FFP 1640	Fire Hydraulics	3
FFP 2101	Advanced Fire Service Administration	3
FFP 2135	Company Officer Leadership II	3
FFP 2240	Fire Investigation and Arson Detection	3
FFP 2300	Related Fire Codes and Standards	3
FFP 2326	Blueprint Reading and Plans Examination	3
FFP 2501	Hazardous Materials for Emergency Operations II	3
HSC 2100	Health Concepts & Strategies	3
<b>Total</b>		<b>15</b>
<b>Total Program Hours</b>		<b>60</b>

#### SUGGESTED COURSE SEQUENCE

##### TERM ONE

ENC 1101	College Composition I	3
FFP 1200	Fire Prevention	3
FFP 1620	Private Fire Protection	3
MTB 1103	Business Mathematics I	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>15</b>

##### TERM TWO

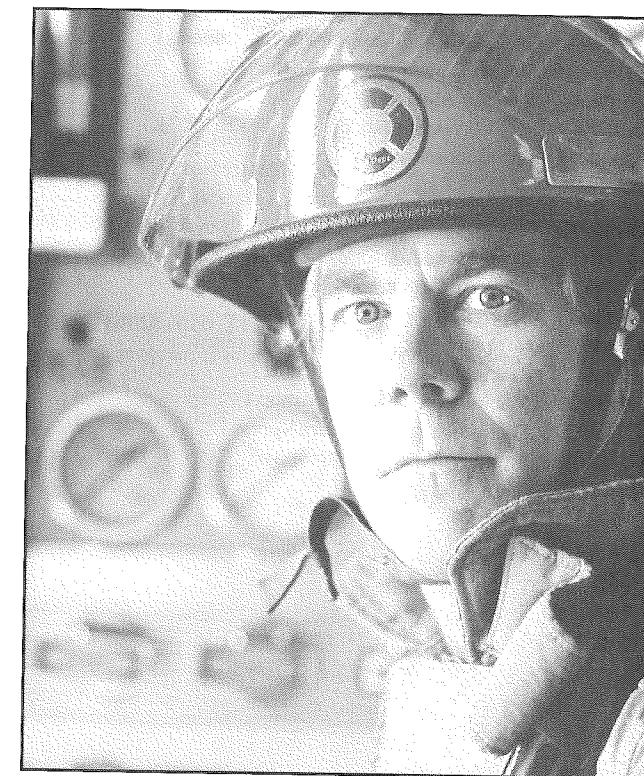
FFP 2100	Fire Service Administration	3
FFP 2300	Related Codes and Standards	3
FFP 2303	Introduction to Public Personnel Management	3
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>15</b>

##### TERM THREE

CGS 1570	Microcomputer Applications	3
FFP 2130	Company Officer Leadership I	3
FFP 2150	Instructional Methodology	3
FFP 2320	Building Construction for Fire Protection	3
POS 2112	American, State or Local Government	3
<b>Total</b>		<b>15</b>

##### TERM FOUR

FFP 2135	Company Officer Leadership II	3
FFP 2240	Fire Investigation and Arson Detection	3
FFP 2326	Blueprint Reading and Plans Examination	3
FFP 2410	Fire Service Tactics and Strategies	3
FFP 2500	Hazardous Materials for Emergency Operations	3
<b>Total</b>		<b>15</b>



### GRAPHIC DESIGN (AAS A018/AS 2011)

This program is designed to prepare the student to enter the graphic design field. Each student will develop a portfolio, crucial for employment, while enrolled in the program.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

#### SPECIAL ADMISSIONS REQUIREMENTS

Graphic Design Transfer Students: Approval of transferred courses by graphic design instructors. Graphic design advisors may use portfolio review to determine placement.

Other Transfer Students: Approval of transferred courses by Registrar.

Program/Interview Counseling: Students are required to seek advisement from graphic design instructors to be sure they will take the necessary courses to graduate on schedule.

Special Notes: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry. Students must have a 3.0 minimum GPA in all major coursework, have finished all other required courses for the Graphic Design A.A.S. or A.S. program and have permission of program leader or Art Department chair.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ARH 1000	Art Appreciation	3
ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
ENC 1102	College Composition II (Not required for A.A.S. students)	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra (A.A.S. students take MTB 1103)	3
SYG 2000	Introduction to Sociology	3
<b>Total</b>		<b>15/18</b>

#### REQUIRED COURSES

ART 1201C	Design Fundamentals	3
ART 1300C	Drawing Fundamentals	3
GRA 1530C	Typography I	3
GRA 2800C	Introduction to Macintosh Graphics	3
GRA 2808C	Macintosh Adobe Illustrator I	3
GRA 2811C	Macintosh Adobe Photoshop I	3
GRA 2814C	Macintosh Adobe QuarkXpress I	3
PGY 1401C	Introduction to Photography	3
<b>Total</b>		<b>24</b>

#### GRAPHIC DESIGN ELECTIVES

(choose 25 credits for A.A.S. and 22 credits for A.S.)

ART 1230C	Advertising Design I	3
ART 1301C	Intermediate Drawing	3
ART 2231C	Advertising Design II	3
ART 2232C	Advertising Design III	3
CGS 1060	PC Starter	1
GRA 1531C	Typography II	3
GRA 2809C	Macintosh Adobe Illustrator II	3
GRA 2812C	Macintosh Adobe Photoshop II	3
GRA 2815C	Macintosh Adobe QuarkXpress II	3
GRA 2940C	Graphic Design Internship	3
PGY 1118C	Color Photography I	3
<b>Total</b>		<b>25/22</b>
<b>Total Program Hours</b>		<b>64</b>

#### SUGGESTED COURSE SEQUENCE

##### TERM ONE

ART 1201C	Design Fundamentals	3
ART 1300C	Drawing Fundamentals	3
GRA 1530C	Typography I	3
	Graphic Design General Education courses	6
<b>Total</b>		<b>15</b>

##### TERM TWO

GRA 2800C	Introduction to Macintosh Graphics	3
PGY 1401C	Introduction to Photography	3
	Graphic Design electives	9
<b>Total</b>		<b>15</b>

##### TERM THREE

GRA 2808C	Macintosh Adobe Illustrator I	3
GRA 2811C	Macintosh Adobe Photoshop I	3
GRA 2814C	Macintosh Adobe QuarkXpress I	3
	Graphic Design General Education course	3
	Graphic Design elective	3
<b>Total</b>		<b>15</b>

##### TERM FOUR

CGS 1060	PC Starter	1
	Graphic Design General Education courses	6
	Graphic Design electives	9
<b>Total</b>		<b>16</b>

##### TERM FIVE (SUMMER)

GRA 2940	Graphic Design Internship	3
<b>Total</b>		<b>3</b>

### HOSPITALITY MANAGEMENT (AAS A100/AS 2060/TPA)

This program is designed for the student seeking a management career in the hospitality industry as well as other allied fields. The degree candidate will follow one of the two subject tracks described below which will address his/her particular need or interest.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ARH 1000	Art Appreciation	3
BSC 1050	Environmental Conservation	3
ENC 1101	College Composition I	3
ENC 1102	College Composition II (Not required for A.A.S. students)	3
SPC 1016	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
<b>Total</b>		<b>15/18</b>

#### REQUIRED COURSES

ACG 2022	Financial Accounting	4
CGS 1570	Microcomputer Applications	3
FOS 1201	Food Service Sanitation	2
FSS 1220	Professional Cooking I	2
FSS 1220L	Professional Cooking Lab	1
FSS 1221C	Quantity Food Production I	4
FSS 2500	Food and Beverage Cost Control	3
HFT 1850C	Dining Room Management	3
HFT 2220	Personnel Management Practices	3
<b>Total</b>		<b>25</b>

#### ELECTIVES

BUL 2241	Business Law I	3
FSS 1100	Menu Planning and Merchandising	3
FSS 1222C	Quantity Food Production II	4
FSS 1270	Understanding Wine and Spirits	3
FSS 2249C	Pastry and Garde Manger II	4
HFT 1630	Hospitality Management Security	3
HFT 1700	Tourism and the Hospitality Industry	3
HFT 1949C	Co-op: Hospitality Management I	3
HFT 2434	Club Management	3
HFT 2510	Sales Promotion and Advertising in Hotels and Food Service Establishments	3
HFT 2949C	Co-op: Hospitality Management II	3

The student may take classes from the opposite track as electives except FSS 1300 and HFT 1000.

#### HOTEL/MOTEL TRACK

HFT 1000	Introduction to the Hospitality Business	3
HFT 1630	Management of Security in the Hospitality Business	3
HFT 2300	Housekeeping Management	3
HFT 2410	Hotel-Motel Front Office Procedures	3
	Electives: A.A.S. (12) A.S. (9) (see above)	12/9
<b>Total</b>		<b>24/21</b>
<b>Total Program Hours</b>		<b>64</b>

#### RESTAURANT TRACK

FSS 1300	Introduction to Food Service Management	3
FSS 2100	Purchasing for the Hospitality Industry	3
FSS 2246C	Baking	4
FSS 2248C	Pastry and Garde Manger I	4
HUN 1001	Introductory Nutrition	3
	Electives: A.A.S. (7) A.S. (4)	7/4
<b>Total</b>		<b>24/21</b>
<b>Total Program Hours</b>		<b>64</b>

All potential students should meet with program leader prior to entering program.

#### SUGGESTED COURSE SEQUENCE

##### TERM ONE

FOS 1201	Food Service Sanitation	3
FSS 1300	Introduction to Food Service Management	
	— or —	
HFT 1000	Introduction to Hospitality Business	3
HFT 1850C	Dining Room Management	3
HFT 2220	Personnel Management Practices	3
	Hospitality Management Elective and Hospitality Management General Education	4
<b>Total</b>		<b>16</b>

##### TERM TWO

ACG 2022	Financial Accounting	4
FSS 1220	Professional Cooking I	2
FSS 1220L	Professional Cooking Lab	1
FSS 2100	Purchasing for the Hospitality Industry	3
HFT 2300	Housekeeping Management	3
	Elective and General Education	3
<b>Total</b>		<b>16</b>

##### TERM THREE AND TERM FOUR

Meet with program leader to determine future classes depending on chosen track.



**HUMAN SERVICES (AAS A353/AS 2345)**

This program is designed to prepare the student for an entry-level position as a human services specialist in areas such as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, the elderly, socially and economically handicapped, mentally or emotionally handicapped and others. Course content includes supervised clinical fieldwork experiences.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
A.A.S. and A.S. students will take the following:		
ARH 1000	Art Appreciation	
— or —		
MUL 1010	Music Appreciation	3
THE 1000	Theater Appreciation	3
ENC 1101	College Composition I	3
MGF 1106	Liberal Arts Mathematics	
	(A.A.S. students take MTB 1103)	3
PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>18</b>
<b>REQUIRED COURSES</b>		
CLP 2002	Personality Development	3
DEP 2102	Child Growth and Development	3
ENC 1102	College Composition II	
	(A.A.S. students take CGS 1565 or above)	3
HSC 1400	Standard First Aid and CPR	1
HUS 1001	Introduction to Human Services	3
HUS 1100	Counseling and Interviewing	3
HUS 1200	Principles of Group Dynamics	3
GEY 2000	Gerontology	
— or —		
HUS 1531	Counseling the Chemically Dependent Person	3
HSC 1200	Health Concepts & Strategies	3
HUS 1850	Field Work in Human Services I	2
HUS 1850L	Field Work in Human Services I Internship	3
HUS 2520	Psychotherapy: Theory & Practice	3
HUS 2851	Field Work in Human Services II	2
HUS 2851L	Field Work in Human Services II Internship	3
SYG 2000	Introduction to Sociology	3
SYG 2361	Death and Dying	3
SYG 2430	Marriage and Family	3
<b>Total</b>		<b>47</b>
<b>Total Program Hours</b>		<b>65</b>

**SUGGESTED COURSE SEQUENCE**

<b>TERM ONE</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
PSY 2012	General Psychology	3
SYG 2000	Introduction to Sociology	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>15</b>

**TERM TWO**

ENC 1102	College Composition II	3
HUS 1001	Introduction to Human Services	3
MGF 1106	Liberal Arts Mathematics	3
SYG 2361	Death and Dying	3
	Any course from Natural Sciences - Area IV	3
<b>Total</b>		<b>15</b>

**TERM THREE**

DEP 2102	Child Growth and Development	3
HUS 1100	Counseling and Interviewing	3
HUS 1850	Field Work and Human Services I	2
HUS 1851L	Field Work and Human Services I Internship	3
SPC 1016	Fundamentals of Speech Communication	3
SYG 2430	Marriage and the Family	3
<b>Total</b>		<b>17</b>

**TERM FOUR**

CLP 2002	Personality Development	3
HSC 1400	First Aid and CPR	1
HUS 1200	Principles of Group Dynamics	3
HUS 1531	Counseling the Chemically Dependent Person	3
HUS 2520	Psychotherapy: Theory & Practice	3
HUS 2851	Field Work in Human Services II	2
HUS 2851L	Field Work in Human Services II Internship	3
<b>Total</b>		<b>18</b>

**INDUSTRIAL MANAGEMENT TECHNOLOGY (AAS A194/AS 2193/TPA)**

This program is designed to provide additional competencies for administrative, managerial, supervisory and technical discipline areas for the individual who has mastered technical proficiencies from prior training programs or work experience.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	
	(A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	
	(A.A.S. students take MTB 1103)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

**REQUIRED COURSES**

SPC 1016	Fundamentals of Speech Communication	3
MNA 2100	Human Relations	3
<b>Total</b>		<b>6</b>

**ELECTIVES**

BCT 2705	Construction Supervision Procedure	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
CGS 1570	Microcomputer Applications	3
ETI 2131	Statistical Process Control	3
ETI 2133	Advanced Statistical Process Control	3
GEB 1011	Introduction To Business	3
MAN 2021	Principles of Management	3
MAN 2800	Small Business Management	3
MNA 2345	Principles of Supervision	3
	Business Electives *	3
	Technical Core Electives**	6
<b>Total</b>		<b>39</b>

**Total Program Hours**

60

\* Business electives: Select from areas of Accounting, Business, Computer Science, Economics, Legal Technology, Office Systems Technology and Real Estate.

\*\* Technical Core Electives: Minimum of 8 credits and maximum of 27 credits may be selected using courses with any of the following prefixes: BCN, CET, CGS, EET, EGN, EGS, ETD, ETG, ETM, ETI, SUR.

Note: A maximum of 22 credits toward the 60 credits required for this degree may be awarded for experiential learning.

**SUGGESTED COURSE SEQUENCE - MANAGERIAL SUPERVISORY CORE**

<b>TERM ONE</b>		
ENC 1101	College Composition I	3
GEB 1011	Introduction to Business	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	3
MNA 2100	Human Relations	3
<b>Total</b>		<b>15</b>

**TERM TWO**

BCT 2705	Construction Supervision Procedure	3
CGS 1570	Microcomputer Applications	3
SPC 1016	Fundamentals of Speech Communication	3
MAN 2021	Principles of Management	3
MAN 2800	Small Business Management	3
<b>Total</b>		<b>18</b>

**TERM THREE**

BUL 2241	Business Law I	3
ETI 2131	Statistical Process Control	3
MNA 2345	Principles of Supervision	3
	Any course from Social Science - Area V	3
	Business Elective *	3
<b>Total</b>		<b>15</b>

**TERM FOUR**

BUL 2242	Business Law II	3
ETI 2133	Advanced Statistical Process Control	3
	Any course from Humanities - Area II	3
	Technical Core Courses * *	6
<b>Total</b>		<b>15</b>

**SUGGESTED COURSE SEQUENCE - TECHNICAL CORE**

<b>TERM ONE</b>		
ENC 1101	College Composition I	3
GEB 1011	Introduction to Business	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	3
MNA 2100	Human Relations	3
<b>Total</b>		<b>15</b>

**TERM TWO**

BCT 2705	Construction Supervision Procedure	3
CGS 1570	Microcomputer Applications	3
SPC 1016	Fundamentals of Speech Communication	3
MAN 2021	Principles of Management	3
MAN 2800	Small Business Management	3
<b>Total</b>		<b>18</b>

**TERM THREE**

	Any course from Humanities - Area II	3
	Business Elective *	3
	Technical Core Courses **	9
<b>Total</b>		<b>15</b>

**TERM FOUR**

	Any course from Social Sciences - Area V	3
	Technical Core Courses ** (see above)	12
<b>Total</b>		<b>15</b>

**INTERIOR DESIGN TECHNOLOGY (AS 2012)**

This A.S. program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process. This A.S. program has been established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing. After completion of this program, four years of work experience under a licensed interior designer or registered architect is required to apply for licensing and to sit for the National Council for Interior Design Qualification (NCIDQ) Examination.

**SPECIAL ADMISSIONS REQUIREMENTS**

Transfer students must have a minimum 2.0 GPA. Acceptance into the program is not guaranteed. A portfolio review and counseling are re-required prior to enrollment.

Students must have a minimum 3.0 GPA in all major coursework. A grade of "C" or higher is required to advance in the program.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ARH 1000	Art Appreciation	3
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MGF 1111	Geometry	1
PSY 2012	General Psychology	
— or —		
SYG 2000	Introduction to Sociology	3
SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		<b>16</b>

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**REQUIRED COURSES**

IND 1025C	Fundamentals of Color and Design	3
IND 1217C	Design Studio I	3
IND 1218C	Design Studio II	3
IND 1404C	Technical Design I	3
IND 1935	Building and Barrier Free Codes	3
IND 2100	History of Interiors I	3
IND 2130	History of Interiors II	3
IND 2227C	Design Studio III	3
IND 2228C	Design Studio IV	3
IND 2313C	Interior Design Graphics	3
IND 2424C	Technical Design II	3
IND 2429	Textiles for Interiors	3
IND 2431C	Interior Lighting	3
IND 2460C	Computer Aided Design for Interiors I	3
IND 2463C	Computer Aided Design for Interiors II	3
IND 2505	Professional Practices	3
IND 2930C	Special Topics in Interior Design	3
IND 2941C	Interior Design Internship	3

**Total** 54**Total Program Hours** 70**SUGGESTED COURSE SEQUENCE****TERM ONE (FALL)**

IND 1025C	Fundamentals of Color and Design	3
IND 1217C	Design Studio I	3
IND 1404C	Technical Design I	3
IND 2100	History of Interiors I	3
	Interior Design General Education course	3

**Total** 15**TERM TWO (SPRING)**

IND 1218C	Design Studio II	3
IND 2130	History of Interiors II	3
IND 2313C	Interior Design Graphics	3
IND 2424C	Technical Design II	3
	Interior Design General Education course	3

**Total** 15**TERM THREE (SUMMER A)**

IND 1935	Building and Barrier Free Codes	3
IND 2429	Textiles for Interiors	3

**Total** 6**TERM FOUR (SUMMER B)**

	Interior Design General Education courses	4
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**Total** 4**TERM FIVE (FALL)**

IND 2227C	Design Studio III	3
IND 2431C	Interior Lighting	3
IND 2460C	Computer Aided Design for Interiors I	3
	Interior Design General Education courses	6

**Total** 15**TERM SIX (SPRING)**

IND 2228C	Design Studio IV	3
IND 2463C	Computer Aided Design for Interiors II	3
IND 2505	Professional Practices	3
IND 2930C	Special Topics in Interior Design	3
IND 2941C	Interior Design Internship	3

**Total** 15**LEGAL ASSISTING (AS 2505)**

This program prepares the student for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Graduates qualified to meet the testing requirements of the National Association of Legal Assistants are encouraged to sit for national exam to become Certified Legal Assistants (CLAs).

**SPECIAL ADMISSIONS REQUIREMENTS**

Students must have a minimum 2.0 GPA. An interview with program leader is preferred.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra	
— or —		
MGF 1106	Liberal Arts Mathematics	3
	Any course from Humanities - Area II	3
	Any course from Natural Sciences - Area IV	3
	Any course from Social Science - Area V	3
<b>Total</b>		18

**REQUIRED COURSES**

BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
ENC 1102	College Composition II	3
PLA 1003	Introduction to Legal Technology	3
PLA 1104	Legal Writing and Research I	3
PLA 1203	Preparing Negligence Cases	3
PLA 2114	Legal Writing and Research II	3
PLA 2223	Court Systems: Procedures & Pleadings I	3
PLA 2233	Court Systems: Procedures & Pleadings II	3
PLA 2483	Administrative Law	3
PLA 2504	Real Estate Law & Property Transactions I	3
PLA 2513	Real Estate Law & Property Transaction II	3
PLA 2603	Administration of Estates	3
SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		42

**ELECTIVES****(CHOOSE TWO)**

CCJ 2210	Criminal Law	3
CCJ 2230	Laws of Evidence	3
CGS 1570	Microcomputer Applications	3
PLA1949	CO-OP: Legal Assistant I	3
PLA 2803	Family Law	3
POS 2041	American National Government	3
<b>Total</b>		4
<b>Total Program Hours</b>		64

**SUGGESTED COURSE SEQUENCE****TERM ONE**

BUL 2241	Business Law I	3
ENC 1101	College Composition I	3
PLA 1003	Introduction to Legal Technology	3
PLA 2504	Real Estate Law & Property Transactions I	3
	Legal Assisting General Education course	3

**Total** 15**TERM TWO**

BUL 2242	Business Law II	3
ENC 1102	College Composition II	3
PLA 2513	Real Estate Law & Property Transaction II	3
PLA 1104	Legal Writing and Research I	3
	Legal Assisting General Education course	3

**Total** 15**TERM THREE**

PLA 2114	Legal Writing and Research II	3
PLA 2223	Court Systems: Procedures & Pleadings I	3
PLA 2603	Administration of Estates	3
PLA 2803	Family Law (Elective)	3
SPC 1016	Fundamentals of Speech Communication	3
	Legal Assisting General Education course	3

**Total** 18**TERM FOUR**

PLA 1203	Preparing Negligence Cases	3
PLA 2233	Court Systems: Procedures & Pleadings II	3
PLA 2483	Administrative Law	3
	Elective	1
	Legal Assisting General Education course	3
	Legal Assisting General Education course	3

**Total** 16**MARKETING MANAGEMENT (AAS/AS/TPA)**

This program offers two options. The Retailing Track prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills and a Marketing Track that prepares the student for mid-management and supervisory level positions.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program

**RETAILING TRACK (AAS A097/AS 2055)**

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	
	(A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		15

**REQUIRED COURSES**

APA 1111	Bookkeeping I	3
CGS 1570	Microcomputer Application	3
MAR 2011	Principles of Marketing	3
MKA 1041	Principles of Retailing I	3
MKA 1511	Advertising/Public Relations	3
MKA 2021	Salesmanship	3
MAN 2800	Small Business Management	3

MNA 2100	Human Relations	3
MNA 2345	Principles of Supervision	3
MTB 1103	Business Mathematics I	3
OST 2335	Business Communications	4
SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		38

**ELECTIVES**

	Business Electives*	6
	General Electives**	6
<b>Total</b>		12
<b>Total Program Hours</b>		64

\* Business electives: Select from areas of Accounting, Business, Computer Science, Economics, Legal Technology, Office Systems Technology and Real Estate.

\*\* General electives: Select from areas of English, Mathematics, Humanities, Science and Social Science.

**SUGGESTED COURSE SEQUENCE****TERM ONE**

ENC 1101	College Composition I	3
MAR 2011	Principles of Marketing	3
MTB 1103	Business Mathematics I	3
	General elective ** (GEB 1011 Introduction to Business recommended)	3
	Any course from Social Science - Area V	3

**Total** 15**TERM TWO**

APA 1111	Bookkeeping I	3
CGS 1570	Microcomputer Application	3
MKA 1041	Principles of Retailing	3
OST 2335	Business Communications	4
	Business elective*	3

**Total** 16**TERM THREE**

MGF 1106	Liberal Arts Mathematics	3
MAN 2800	Small Business Management	3
MKA 1511	Advertising/Public Relations	3
MNA 2100	Human Relations	3
	Any course from Humanities - Area II	3
	Business elective *	3

**Total** 18**TERM FOUR**

HSC 2100	Health Concepts & Strategies	3
MKA 2021	Salesmanship	3
MNA 2345	Principles of Supervision	3
SPC 1016	Fundamentals of Speech Communication	3
	General elective **	3

**Total** 15**MARKETING TRACK (AAS A095/AS 2062)**

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	
	(A.A.S. student take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MGF 1106	Liberal Arts Mathematics	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		15

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**REQUIRED COURSES**

APA 1111	Bookkeeping I	3
BUL 2241	Business Law I	3
CGS 1570	Microcomputer Applications	3
ENC 1102	College Composition II	3
MAN 2021	Principles of Management	3
MAN 2800	Small Business Management	3
MAR 2011	Principles of Marketing	3
MKA 1041	Principles of Retailing I	3
MKA 1511	Advertising/Public Relations	3
MKA 2021	Salesmanship	3
MNA 2100	Human Relations	3
MNA 2345	Principles of Supervision	3
MTB 1103	Business Mathematics I	3
SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		<b>42</b>

**ELECTIVES**

General Electives *	7
<b>Total</b>	<b>7</b>

**Total Program Hours 64**

\* General Electives: Select from the areas of Accounting, Business, Computer Science, Legal Assisting, Economics, Management, Marketing, Real Estate and Office Systems Technology

**SUGGESTED COURSE SEQUENCE****TERM ONE**

ENC 1101	College Composition I	3
MAR 2011	Principles of Marketing	3
MTB 1103	Business Mathematics I	3
	General elective * (GEB 1011 Introduction to Business is recommended.)	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

**Total****TERM TWO**

APA 1111	Bookkeeping I	3
CGS 1570	Microcomputer Applications	3
ENC 1102	College Composition II	3
MAN 2021	Principles of Management	3
MKA 1041	Principles of Retailing	3
<b>Total</b>		<b>15</b>

**TERM THREE**

BUL 2241	Business Law I	3
MAN 2800	Small Business Management	3
MGF 1106	Liberal Arts Mathematics	3
MKA 1511	Advertising/Public Relations	3
MNA 2100	Human Relations	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>18</b>

**TERM FOUR**

HSC 2100	Health Concepts & Strategies	3
MKA 2021	Salesmanship	3
MNA 2345	Principles of Supervision	3
SPC 1016	Fundamentals of Speech Communication	3
	General electives *	4
<b>Total</b>		<b>16</b>

### OFFICE SYSTEMS TECHNOLOGY (A.A.S./A.S./TPA)

This program offers two options. The Office Systems Track prepares the student for employment as a top-level secretary or administrative assistant and the Word Processing Track prepares the student for employment in the field of word and information processing systems. This program is also designed to provide supplemental training for individuals previously or currently employed in office careers.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. and A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

**OFFICE SYSTEMS TRACK (AAS A521/AS 2514)**

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
	Any course from Humanities - Area II	3
	Any course from Mathematics - Area III	
	— or —	
	Any course from Natural Sciences - Area IV	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

**REQUIRED COURSES**

APA 1111	Bookkeeping I	3
CGS 1513	Electronic Spreadsheets	3
CGS 1570	Microcomputer Applications	3
MTB 1103	Business Mathematics I	3
OST 1100C	Beginning Keyboarding	3
OST 1108	Building Typing Speed and Accuracy	1
OST 1110C	Intermediate Keyboarding	3
OST 1211	Shorthand I	3
OST 1332	Business Presentations	
	— or —	
SPC 1016	Fundamentals of Speech Communication	3
OST 1831	Microsoft Windows	1
OST 2335	Business Communications	4
OST 2339	Business English Review	1
OST 2402	Office Procedures and Technology	4
OST 2603C	Machine Transcription	3
OST 2711C	Word Processing	3
	Electives *	7
<b>Total</b>		<b>48</b>

**Total Program Hours 63**

\* Electives: Select from Business, Computer Science or Office Systems Technology courses.

**SUGGESTED COURSE SEQUENCE****TERM ONE (FALL)**

CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3

HSC 2100	Health Concepts & Strategies	3
OST 1100C	Beginning Keyboarding	3
OST 1831	Microsoft Windows	1
OST 2339	Business English Review	1
<b>Total</b>		<b>14</b>

**TERM TWO (SPRING)**

CGS 1513	Electronic Spreadsheets	3
	Any course from Mathematics - Area III	
	— or —	
	Any course from Natural Sciences - Area IV	3
OST 1110C	Intermediate Keyboarding	3
OST 2335	Business Communications	4
OST 2711C	Word Processing	3
<b>Total</b>		<b>16</b>

**TERM THREE (SUMMER)**

	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
	Elective *	1
<b>Total</b>		<b>7</b>

**TERM FOUR (FALL)**

MTB 1103	Business Mathematics I	3
OST 1211	Shorthand I	3
OST 1332	Business Presentations	
	— or —	
SPC 1016	Fundamentals of Speech Communication	3
OST 2603C	Machine Transcription	3
	Elective *	3
<b>Total</b>		<b>15</b>

**TERM FIVE (SPRING)**

APA 1111	Bookkeeping I	3
OST 1108	Building Typing Speed and Accuracy	1
OST 2402	Office Procedures and Technology	4
	Elective *	3
<b>Total</b>		<b>11</b>

**WORD PROCESSING TRACK (AAS A522/AS 2518)****GENERAL EDUCATION REQUIREMENTS**

ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
	Any course from Mathematics - Area III	
	— or —	
	Any course from Natural Sciences - Area IV	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

**REQUIRED COURSES**

CGS 1513	Electronic Spreadsheets	3
CGS 1570	Microcomputer Applications	3
MAN 2021	Principles of Management	
	— or —	
MNA 2345	Principles of Supervision	3
MTB 1103	Business Mathematics I	3
OST 1100C	Beginning Keyboarding	3
OST 1108	Building Typing Speed and Accuracy	1

OST 1110C	Intermediate Keyboarding	3
OST 1332	Business Presentations	
	— or —	

SPC 1016	Fundamentals of Speech Communication	3
OST 1811	Desktop Publishing	3
OST 1831	Microsoft Windows	1
OST 2335	Business Communications	4
OST 2339	Business English Review	1
OST 2402	Office Procedures and Technology	4
OST 2603C	Machine Transcription	3
OST 2711C	Word Processing	3
	Electives *	7
<b>Total</b>		<b>48</b>

**Total Program Hours 63**

\* Electives: Select from Business, Computer Science or Office Systems Technology courses.

**SUGGESTED COURSE SEQUENCE****TERM ONE (FALL)**

CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3
HSC 2100	Health Concepts & Strategies	3
OST 1100C	Beginning Keyboarding	3
OST 1831	Microsoft Windows	1
OST 2339	Business English Review	1
<b>Total</b>		<b>14</b>

**TERM TWO (SPRING)**

CGS 1513	Electronic Spreadsheets	3
	Any course from Mathematics - Area III	
	— or —	
	Any course from Natural Sciences - Area IV	3
OST 1110C	Intermediate Keyboarding	3
OST 2335	Business Communications	4
OST 2711C	Word Processing	3
<b>Total</b>		<b>16</b>

**TERM THREE (SUMMER)**

	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
	Elective*	1
<b>Total</b>		<b>7</b>

**TERM FOUR (FALL)**

MTB 1103	Business Mathematics I	3
OST 1332	Business Presentations	
	— or —	
SPC 1016	Fundamentals of Speech Communication	3
OST 1811	Desktop Publishing	3
OST 2603C	Machine Transcription	3
	Elective *	3
<b>Total</b>		<b>15</b>

**TERM FIVE (SPRING)**

MAN 2021	Principles of Management	
	— or —	
MNA 2345	Principles of Supervision	3
OST 1108	Building Typing Speed and Accuracy	1
OST 2402	Office Procedures and Technology	4
	Elective *	3
<b>Total</b>		<b>11</b>

### PROFESSIONAL PILOT TECHNOLOGY (AAS/AS)

This program offers three tracks. They are designed to prepare the student to work in flight operations management, to become a commercial pilot, or to allow the individual who currently holds an Airframe and Powerplant Mechanics license issued by the FAA to pursue a two-year degree that will give them management skills and knowledge for advancement within the aviation maintenance or flight operation industry.

#### PROFESSIONAL PILOT TRACK (AAS A163/AS 2197)

The following credit shall be given if the student holds these licenses:  
Private Pilot License (6 credit hours ATF 1100, ATT 1100)  
Instrument License (12 credit hours ATF 1100, ATF 2300, ATT 1100, ATT 2120)  
Commercial Pilot License (ATF 1100, ATF 2200, ATT 1100, ATT 2110)

Students enrolling in the Professional Pilot Technology A.A.S. or A.S. degree program at Palm Beach Community College must follow these procedures to receive credit for flight courses required to complete these degrees.

- All flight time must be logged and certified by an FAA certified flight instructor for the rating for which credit is being sought.
- Minimum flight time requirements for part 61 or part 141 FARs must be met.
- All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the FAA..
  - Written proof of passing the required FAA check ride must be submitted to the program leader or associate dean before credit can be granted for the following courses: ATF 1100, ATF 2200, ATF 2300, ATF 2400, ATF 2500.
  - Proof of passing the appropriate FAA written examination with a grade of 85 percent or higher will be considered for credit for the following ground-school courses when appropriately documented and submitted to the instructor, program leader, or associate dean: ATT 1100, ATT 2120.
- To qualify for reduced flight-time requirements under FAR part 141, the student must take flight training from an approved flight school and ground training from an approved ground school. The program leader or associate dean will provide a list of currently approved flight schools for the student.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra (A.A.S. students take MAT 1033)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

#### REQUIRED COURSES

A.S.C 1101	Aero-Navigation	3
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	2
ASC 1640	Propulsion Systems	3
ASC 2550	Aerodynamics	3
ATF 1100	Flight - Private	1
ATF 1150	Intermediate Flight Lab	1
ATF 1600	Basic Flight Simulator	1
ATF 2200	Flight - Commercial	3
ATF 2250	Advanced Flight Lab	1
ATF 2300	Flight - Instrument	3

ATF 2605	Intermediate Flight Simulator	1
ATF 2610	Advanced Instrument Flight Simulator	1
ATT 1100	Private Pilot Ground School	3
ATT 2120	Instrument Ground School	3
ATT 2110	Commercial Pilot Ground School	3
AVM 2010	Aerospace and Air Travel	3
— or —		
the following 3 courses:		
ATF 2400	Multi-Engine Flight	(1)
— and —		
ATF 2500	Certified Flight Instructor Flight	(1)
— and —		
ATT 2131	Flight Instructor Ground School	(1)
CGS 1060	PC Starter	1
ENC 1151	Applied Communications	3
PHY 1001	Applied Physics	3
<b>Total</b>		<b>47</b>

#### ELECTIVES

ATF 2691	Instrument Refresher Simulator Laboratory	1
Student should seek advice from program leader for the second elective.		1
<b>Total</b>		<b>2</b>

<b>Total Program Hours</b>	<b>64</b>
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#### SUGGESTED COURSE SEQUENCE

<b>TERM ONE</b>		
ATF 1100	Flight - Private	3
ATF 1600	Basic Flight Simulator	1
ATF 2605	Intermediate Flight Simulator	1
ATT 1100	Private Pilot Ground School	3
ENC 1101	College Composition I	3
	Professional Pilot General Education course	3
<b>Total</b>		<b>14</b>

#### TERM TWO

ASC 1210	Aero Meteorology	3
ASC 1640	Propulsion Systems	3
ATF 1150	Intermediate Flight Lab	1
ATF 2300	Flight - Instrument	3
ATF 2610	Advanced Instrument Flight Simulator	1
ATT 2120	Instrument Ground School	3
	Professional Pilot General Education course	3
<b>Total</b>		<b>17</b>

#### TERM THREE

ASC 1101	Aero-Navigation	3
ASC 1310	Aero-Safety Regulations	2
ASC 2550	Aerodynamics	3
ATF 2200	Flight - Commercial	3
ATT 2110	Commercial Pilot Ground School	3
	Professional Pilot General Education course	3
<b>Total</b>		<b>17</b>

#### TERM FOUR

ATF 2691	Instrument Refresher Simulator Laboratory	1
ATF 2250	Advanced Flight Lab	1
AVM 2010	Aerospace and Air Travel	3
CGS 1060	PC Starter	1
ENC 1151	Applied Communications	3
PHY 1001	Applied Physics	3
	Professional Pilot General Education course	3
	Professional Pilot Elective	1
<b>Total</b>		<b>16</b>

### MAINTENANCE MANAGEMENT TRACK (AAS A161/AS 2171)

This program is designed to allow the individual who currently holds an Airframe and Powerplant Mechanics license, issued by the FAA, to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry.

College credit toward the A.S. degree will be awarded for the following current FAA licenses:

Powerplant Mechanic: 12 credit hours

Airframe Mechanic: 12 credit hours

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra (A.A.S. students take MAT 1033 or MTB 1103)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

#### REQUIRED COURSES

ASC 1210	Aero-Meteorology	3
ASC 1310	Aero-Safety and Regulations	2
AVM 2010	Aerospace and Air Travel	3
— or —		
the following three courses:		
ATF 2400	Multi-Engine Flight	(1)
— and —		
ATF 2500	Certified Flight Instructor	(1)
— and —		
ATT 2131	Flight Instructor Ground School	(1)
BUL 2241	Business Law I	3
CGS 1060	PC Starter	1
ENC 1151	Applied Communications	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
PHY 1001	Applied Physics	3
	Power Plant License	12
	Airframe License	12
<b>Total</b>		<b>48</b>

#### ELECTIVES

Student should seek advice from program leader		1
<b>Total</b>		<b>1</b>
<b>Total Program Hours</b>		<b>64</b>

#### SUGGESTED COURSE SEQUENCE

<b>TERM ONE</b>		
ASC 1310	Aero-Safety and Regulations	2
CGS 1060	PC Starter	1
ENC 1101	College Composition I	3
GEB 1011	Introduction to Business	3
	Professional Pilot General Education course	3
<b>Total</b>		<b>12</b>

#### TERM TWO

ASC 1210	Aero-Meteorology	3
ENC 1151	Applied Communications	3
	Professional Pilot General Education course	3
<b>Total</b>		<b>9</b>

#### TERM THREE

BUL 2241	Business Law I	3
PHY 1001	Applied Physics	3
	Professional Pilot General Education course	3
<b>Total</b>		<b>9</b>

#### TERM FOUR

AVM 2010	Aerospace and Air Travel	3
MAN 2021	Principles of Management	3
	Professional Pilot General Education course	3
	Professional Pilot Elective	1
<b>Total</b>		<b>10</b>

### OPERATIONS TRACK (AAS A162/AS 2172)

The following credit shall be given if the student holds these licenses:  
Private Pilot License: 6 credit hours (ATT 1100, ATF 1100)

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I (A.A.S. students take ENC 1151)	3
HSC 2100	Health Concepts & Strategies	3
MAC 1105	College Algebra (A.A.S. students take MAT 1033 or MTB 1103)	3
	Any course from Humanities - Area II	3
	Any course from Social Science - Area V	3
<b>Total</b>		<b>15</b>

#### REQUIRED COURSES

ACG 2022	Financial Accounting	4
ASC 1310	Aero-Safety and Regulations	2
ASC 1640	Propulsion Systems	3
ATT 1100	Private Pilot Ground School	3
AVM 2010	Aerospace and Air Travel	3
— or —		
the following three courses:		
ATF 2400	Multi-Engine Flight	(1)
— and —		
ATF 2500	Certified Flight Instructor	(1)
— and —		
ATT 2131	Flight Instructor Ground School	(1)
BUL 2241	Business Law I	3
CGS 1570	Microcomputer Applications	3
ECO 2013	Principles of Macroeconomics	3
ENC 1151	Applied Communications	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
MAN 2800	Small Business Management	3
PHY 1001	Applied Physics	3
POS 1001	Introduction to Political Science	3
PSC 1101	Earth Science	3
<b>Total</b>		<b>45</b>

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COURSE #	TITLE	HOURS
<b>ELECTIVES</b>		
	Students should seek advice from the program leader.	4
<b>Total</b>		4
<b>Total Program Hours</b>		64
<b>SUGGESTED COURSE SEQUENCE</b>		
<b>TERM ONE</b>		
ASC 1210	Aero-Meteorology	3
ASC 1310	Aero Safety and Regulations	2
ATT 1100	Private Pilot Ground School	3
ENC 1101	College Composition I	3
GEB 1011	Introduction to Business	3
	Professional Pilot General Education course	3
<b>Total</b>		17
<b>TERM TWO</b>		
ASC 1640	Propulsion Systems	3
CGS 1570	Microcomputer Applications	3
ENC 1151	Applied Communications	3
POS 1001	Introduction to Political Science	3
PSC 1101	Earth Science	3
	Professional Pilot General Education course	3
<b>Total</b>		18
<b>TERM THREE</b>		
BUL 2241	Business Law I	3
ECO 2013	Principles of Macroeconomics	3
PHY 1001	Applied Physics	3
	Professional Pilot General Education course	3
<b>Total</b>		12
<b>TERM FOUR</b>		
ACG 2022	Financial Accounting	4
AVM 2010	Aerospace and Air Travel	3
MAN 2800	Small Business Management	3
	Professional Pilot Electives	4
	Professional Pilot General Education course	3
<b>Total</b>		16

**THEATRE & ENTERTAINMENT TECHNOLOGY (AS)**

This program offers three music options and one dance option from which the student can choose: General Music Track Option, Popular Music and Jazz Option, Music Theater Option and Dance Option. All students must take the General Education courses.

The General Music Option is a basic program of studies designed to assist those engaged in teaching, performing, or conducting music. The music electives in the program may be selected to benefit the student in his particular area of specialization, such as sacred music or private teaching.

The Popular Music and Jazz Option prepares the student for professional careers in pop, jazz, rock and commercial music-performer, arranger and/or composer.

The Music Theater Option prepares the student for a professional career in Music Theater as a singer-dancer-actor or technician. The Dance Option is designed to prepare students for a professional career in dance. Dance classes are conducted at Klein Dance. Placement auditions for all dance students are required to determine entry level and advancement. To arrange placement auditions, telephone Klein Dance at (561) 586-1889.

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COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
BSC 1050	Environmental Conservation	3
HSC 2100	Health Concepts & Strategies	3
ENC 1101	College Composition I	3
MGF 1106	Liberal Arts Mathematics	3
MUL 1010	Music Appreciation	3
SYG 2000	Introduction to Sociology	3
<b>Total</b>		18
*Students can take General Education requirements at any time during the course sequence.		

**GENERAL MUSIC TRACK (AS 2274)**

<b>SUGGESTED COURSE SEQUENCE</b>		
<b>TERM ONE</b>		
ENC 1151	Applied Communications	3
MUT 1111	Music Theory I **	3
MUT 1241	Ear Training and Sight Singing I	1
MUS 0010L	Music Seminar	0
MVK 1111A	Class Instruction - Piano I *	1
	Applied Music *	2
	Ensembles	4
<b>Total</b>		14
<b>TERM TWO</b>		
MUC 2301	Introduction to Electronic Music I	3
MUS 0010L	Music Seminar	0
MUT 1112	Music Theory II	3
MUT 1242	Ear Training and Sight Singing II	1
MVK 1111B	Class Instruction - Piano II *	1
	Applied Music *	4
	Music Electives (Students should seek advice from the faculty advisor.)	4
<b>Total</b>		14
<b>TERM THREE</b>		
	Applied Music *	2
	Music Electives (Students should seek advice from the faculty advisor.)	7
<b>Total</b>		9
<b>TERM FOUR</b>		
	Applied Music *	2
	Music Electives (Students should seek advice from the faculty advisor.)	7
<b>Total</b>		9
<b>Total Music Hours</b>		46
<b>Total Program Hours</b>		64

**POPULAR MUSIC AND JAZZ TRACK (AS 2283)**

<b>SUGGESTED COURSE SEQUENCE</b>		
<b>TERM ONE</b>		
ENC 1151	Applied Communication	3
MUS 0010L	Music Seminar	0
MUT 1111	Music Theory I **	3
MUT 1241	Ear Training and Sight Singing I	1
MVK 1111A	Class Instruction - Piano I *	1
	Applied Music *	2
	Ensembles	4
<b>Total</b>		14

<b>TERM TWO</b>		
MUC 2301	Introduction to Electronic Music I	3
MUC 2302	Introduction to Electronic Music II	3
MUS 0010L	Music Seminar	0
MUT 1112	Music Theory II	3
MUT 1242	Ear Training and Sight Singing II	1
MUT 1351	Jazz Arranging I	3
MVK 1111B	Class Instruction - Piano II *	1
	Applied Music *	2
<b>Total</b>		16

<b>TERM THREE</b>		
MUT 1352	Jazz Arranging II	3
MUT 2116	Music Theory III	3
MUT 2246	Ear Training and Sight Singing III	1
	Applied Music *	2
<b>Total</b>		9

<b>TERM FOUR</b>		
	Applied Music *	2
	Music Electives (Students should seek advice from the faculty advisor.)	5
<b>Total</b>		7
<b>Total Music Hours</b>		46
<b>Total Program Hours</b>		64

**MUSIC THEATRE TRACK (AS 2284)**

COURSE #	TITLE	HOURS
<b>SUGGESTED COURSE SEQUENCE</b>		
<b>TERM ONE</b>		
ENC 1151	Applied Communication	3
MUN 1310R	Concert Chorus	1
MUS 0010L	Music Seminar	0
MUT 1111	Music Theory I **	3
MUT 1241	Ear Training and Sight Singing I	1
MVK 1111A	Class Instruction - Piano I *	1
TPP 2100	Introduction to Acting I	3
TPP 2190R	Rehearsal and Performance	3
	Applied Music *	3
	Ensembles	1
<b>Total</b>		19
<b>TERM TWO</b>		
MUC 2301	Introduction to Electronic Music I	3
MUS 0010L	Music Seminar	0
MUT 1112	Music Theory II	3
MUT 1242	Ear Training and Sight Singing II	1
MVK 1111B	Class Instruction - Piano II *	1
TPP 2510	Movement for the Theater	3
THE 2300	Dramatic Literature	3
	Applied Music *	1
	Ensembles	1
<b>Total</b>		16

<b>TERM THREE (SUMMER)</b>		
THE 1000	Theater Appreciation	3
<b>Total</b>		3

<b>TERM FOUR</b>		
MUC 2302	Introduction to Electronic Music II	3
MUS 0010L	Music Seminar	0
MUT 1351	Jazz Arranging I	3
THE 2925L	Play Production Lab	1
TPA 2200	Introduction to Stagecraft I	3
	Applied Music *	2
	Ensembles	1
<b>Total</b>		13

<b>TERM FIVE</b>		
MUS 0010L	Music Seminar	0
	Applied Music *	2
	Ensembles	1
<b>Total</b>		3
<b>Total Music Theatre Hours</b>		46
<b>Total Program Hours</b>		64

**DANCE TRACK (AS 2285)**

<b>SUGGESTED COURSE SEQUENCE</b>		
<b>TERM ONE</b>		
ENC 1151	Applied Communication	3
DAN 1600	Music for Dance	3
MUT 1001	Fundamentals of Music	3
	Dance Electives (Students should seek advice from the faculty advisor.)	7
<b>Total</b>		16
<b>TERM TWO</b>		
MUS 0010	Recital Seminar	0
TPP 2110	Acting I	3
TPP 2510	Movement for the Theater	3
	Dance Electives (Students should seek advice from the faculty advisor.)	7
<b>Total</b>		13
<b>TERM THREE</b>		
MUS 0010L	Recital Seminar	0
THE 1000	Theater Appreciation	3
	Dance Electives (Students should seek advice from the faculty advisor.)	7
<b>Total</b>		10
<b>TERM FOUR</b>		
MUS 0010L	Music Seminar	0
	Dance Electives (Students should seek advice from the faculty advisor.)	7
<b>Total</b>		7
<b>Total Dance Hours</b>		46
<b>Total Program Hours</b>		64

\* Auditions are required for placement in Applied Music courses (both classes and private lessons).

\*\* Placement examination is required for Music Theory. Students who do not qualify for Theory I are required to take MUT 1001 (Fundamental of Music) first.

Note: Attendance at Recital Seminar is required each term.

For information call (561) 434-5140

## A.S. / A.A.S. ALLIED HEALTH PROGRAMS

## DENTAL HYGIENE (AS 2151/TPA)

## LIMITED ACCESS

The Dental Hygiene Program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. The program leads to an A.S. degree and is approximately 21 months in length, not including the time necessary to complete the listed General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only. Graduates are eligible to take national and state or regional board examinations to become licensed dental hygienists.

Courses may articulate from an ADA Commission on Dental Accreditation Dental Assisting Program and a possibility of up to 20 credit hours may be accepted toward the A.S. degree in dental hygiene. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

All dental hygiene courses must be taken in sequence and a grade of "C" or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of "C" or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene. All dental science and natural science courses must have been taken within the past five years.

The Dental Hygiene program is limited to the number of students it may admit to each class, and the following minimum criteria are established to be eligible for placement in the selection pool and must be met by the application-deadline date. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be made using a point system which credits the number of required General Education and non-technical program core courses completed at the time of application (see lists at end of this section), grades earned in required basic sciences completed by the time of application (all attempts averaged, including "withdrawals"), dental assistant work experience, formal education in dental assisting and completion of any or all of the non-required courses HSC 1000, HSC 1400, HSC 2100, HSC 2531, SLS 1501, or CGS 1570. For further details regarding the point system see the PBCC Dental Hygiene Application form, or contact the Dental Health Services program specialist at (561)439-8313.

If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

## SPECIAL ADMISSIONS REQUIREMENTS

## 1. Special Application and Deadline(s):

The applicant must submit a completed Dental Hygiene Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by May 22 of each year in order to be eligible for consideration for selection into the program. The Dental Hygiene Program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

## 2. Academic high school Diploma or GED:

A. All applicants must hold either a standard high school diploma or a U.S. GED certificate.

B. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing school or agency.

## 3. Transcripts:

All applicants who have attended other colleges/universities must have official transcripts from the issuing institution submitted directly to the Registrar's Office at the Lake Worth location.

## 4. Cumulative Grade Point Average:

A minimum 2.0 cumulative college GPA is required to be eligible for selection.

## 5. Placement Test Scores:

Placement tests must be taken and scores meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of "C" or higher of a minimum of 3 college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

## 6. Program Interview/Counseling:

All students are strongly urged to speak with the program specialist as early as possible prior to application. Call (561)439-8313 for an appointment or e-mail kuzmireb@pbcc.cc.fl.us.

## 7. Special Notes:

A. Applicants who have completed an articulated, accredited Dental Assisting program at this or another state of Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of "C" or higher to be considered for selection for admission.

B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of "C" or better prior to the beginning of the Dental Hygiene Program (but no earlier than five years prior to the application deadline date). See list of required sciences at the end of this section. Those mentioned in Section A. may defer completion of all required basic science courses (with a grade of "C" or better) until the end of the first term of the program.

- C. Once officially accepted into the Dental Hygiene program, a dental and medical examination on PBCC Allied Health examination forms dated within one year prior to the start of the program must be submitted by the applicant.
- D. All accepted applicants for the Dental Hygiene Program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.
- E. Certification in Cardiopulmonary Resuscitation ("Basic Life Support" by the American Heart Association) must be current by the beginning of the program. Check with the program leader if information is needed regarding where and how to obtain certification.
- F. The student will be automatically enrolled in the Student Accident/Health Insurance coverage program provided by PBCC.
- G. If a student has withdrawn from or received a grade of less than "C" in a dental hygiene technical core course, that student will not be able to continue in the program. If he/she wishes to re-enter the program, it will be necessary to reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course, and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Assisting program) he/she will be ineligible for initial selection for admission to, or may not re-enter the Dental Hygiene program.

The following General Education requirements may be taken in advance of application/selection to the Dental Hygiene program. All must be completed with a grade of "C" or better in order to be given credit for selection and/or graduation:

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
SPC 1016	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>12</b>

## NON-TECHNICAL PROGRAM REQUIREMENTS

MAT 1033	Intermediate Algebra	
	— or —	
MTB 1103	Business Mathematics	
	— or —	
	Mathematics - Area III	3
PSY 2012	General Psychology	3
<b>Total</b>		<b>6</b>

## NATURAL SCIENCE PROGRAM REQUIREMENTS

BSC 1085	Anatomy & Physiology I	3
BSC 1085L	Anatomy & Physiology I Lab	1
BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1
CHM 1015	Principles of Chemistry	3
HUN 1201	Elements of Nutrition	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
<b>Total</b>		<b>18</b>

## DENTAL HYGIENE PROGRAM REQUIREMENTS

## SUGGESTED COURSE SEQUENCE

(After admission to program)

## TERM ONE (FALL)

DEH 1003	Dental Hygiene Instrumentation	1
DEH 1003L	Dental Hygiene Instrumentation Lab	2
DES 1020	Dental Anatomy *	3
DES 1100	Dental Materials *	2
DES 1100L	Dental Materials Lab *	1
DES 1200	Dental Radiology *	2
DES 1200L	Dental Radiology Lab *	1
DES 1600	Office Emergencies*	1
DES 1800	Introduction to Clinical Procedures *	3
DES 1800L	Introduction to Clinical Procedures Lab *	1
<b>Total</b>		<b>17</b>

## TERM TWO (SPRING)

DEH 1800CA	Dental Hygiene I	5
DES 1030	Oral Embryology and Histology	1
DES 1830C	Expanded Functions *	2
DES 1840	Preventive Dentistry *	2
DES 2050	Pharmacology	2
<b>Total</b>		<b>12</b>

## TERM THREE (SUMMER)

DEH 1802C	Dental Hygiene II	2
<b>Total</b>		<b>2</b>

## TERM FOUR (FALL)

DEH 2603	Periodontology	2
DEH 2701	Community Dentistry	2
DEH 2804C	Dental Hygiene III	5
DEH 2900	Compromised Patient	1
DES 2047	General and Oral Pathology	2
<b>Total</b>		<b>12</b>

## TERM FIVE (SPRING)

DEH 1811	Dental Ethics and Jurisprudence	1
DEH 2702L	Community Dentistry Practicum	1
DEH 2806C	Dental Hygiene IV	6
DES 2502	Office Management *	1
<b>Total</b>		<b>9</b>
<b>Total Program Hours</b>		<b>52</b>

\* These courses will articulate from the PBCC Dental Assisting program.



## DIETETIC TECHNICIAN (AS 2512)

## LIMITED ACCESS

This program prepares the student for a career in Dietetic Technology at work sites including hospitals, skilled nursing facilities, schools, residential and group care facilities, health spas and community agencies. The curriculum has been developed using American Dietetic Association guidelines. Graduates of the program are eligible to sit for the Dietetic Technician Registry Exam to receive the credentials "DTR." These credentials are recognized nationwide and are used to identify individuals qualified to provide nutrition services under the supervision of a Registered Dietitian (R.D.).

## SPECIAL ADMISSIONS REQUIREMENTS

## 1. Special Application and Deadline:

## A. New Students

After completion of HUN 1201 and FSS 1210 with a grade of "C" or better, the student must submit a completed application package to the Dietetic Technician program leader no later than November 1 of each year to be eligible for consideration for selection into the program which begins the following January. If HUN 1201 and FSS1210 are in progress in the fall term, midterm grades will be used to evaluate the student for admission into the selection pool and acceptance to the program will be conditional on completion of the courses with a grade of "C" or better.

Meeting criteria for the program does not guarantee admission into the Dietetic Technician program. Final selection will be based on the applicant pool, which is contingent on the number of field-experience sites available to the students. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent process.

## B. Dietetic Technician Transfer Students

Students from other American Dietetic Association approved/accredited programs will be given credit for equivalent coursework or may obtain credit for their experience through challenge exams or other means of evaluation. Transcripts will be evaluated on a case by case basis.

## 2. Academic High School Diploma or GED:

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

## 3. Transcripts:

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

## 4. Cumulative Grade Point Average (GPA):

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

## 5. Medical Exam

A medical exam is not required for application to the program (see 7. B below).

## 6. Program/Interview Counseling

The applicant must have an interview with the Dietetic Technician program leader at the Lake Worth location prior to application. Call (561)439-8126 for an appointment.

## 7. Special Notes:

A. Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.

- B. Once officially accepted into the Dietetic Technician program, the applicant must submit a medical examination and proof of a negative TB test dated within one year prior to the start of the program.
- C. A grade of "C" or higher must be earned in all coursework required for the program, and the student must have a minimum 2.0 grade point average (GPA) to graduate.
- D. Student Accident/Health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a current health and accident policy during each enrollment period.

COURSE #	TITLE	HOURS
<b>PROGRAM PREREQUISITES</b>		
FSS 1210C	Elements of Food Science & Technique	3
HUN 1201	Elements of Nutrition	6
<b>Total</b>		
<b>GENERAL EDUCATION REQUIREMENTS</b>		
BSC 1010	Principles of Biology	3
ENC 1101	College Composition I	3
SPC 1016	Fundamentals of Speech Communication	3
SYG 2000	Introduction to Sociology	3
	Any course from Humanities - Area II	3
<b>Total</b>		15
<b>NON-TECHNICAL CORE REQUIREMENTS</b>		
CGS 1570	Microcomputer Applications	3
HSC 1000	Introduction to Health Care	2
HSC 1000L	Introduction to Health Care Lab	1
HSC 2531	Medical Terminology	3
MTB 1103	Business Mathematics I	
	— or —	
	any 3 credit College Mathematics (including MAT 1033)	3
PSY 2012	General Psychology	3
<b>Total</b>		15
<b>TECHNICAL CORE REQUIREMENTS</b> (must be taken in the sequence shown)		
DIE 1412	Dietetics I	3
DIE 1419	Practicum I	3
DIE 2211	Dietetics II	3
DIE 2270	Practicum II	3
DIE 2120	Dietetics III	3
DIE 2170L	Practicum III	4
FSS 1221C	Quantity Food Production I	3
HUN 1501	Community Nutrition	3
<b>Total</b>		25
<b>ELECTIVES</b>		
	Any 3 credit college course	3
<b>Total</b>		3
<b>Total Program Hours</b>		64
<b>SUGGESTED COURSE SEQUENCE</b>		
<b>TERM ONE</b>		
CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3
FSS 1210C	Elements of Food Science & Technique	3
HSC 1000	Introduction to Health Care	2
HSC 1000L	Introduction to Health Care Lab	1
HUN 1201	Elements of Nutrition	3
<b>Total</b>		15

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## TERM TWO

DIE 1412	Dietetics I	3
DIE 1419	Practicum I	3
HSC 2531	Medical Terminology	3
MAT 1103	Business Mathematics I	
	— or —	
	any 3 credit College Mathematics (including MAT 1033)	3
SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		15

## TERM THREE (SUMMER TERM A)

HUN 1501	Community Nutrition	3
<b>Total</b>		3

## TERM FOUR

BSC 1010	Principles of Biology	3
DIE 2211	Dietetics II	3
DIE 2270	Practicum II	3
FSS 1221C	Quantity Food Production I	4
SYG 2000	Introduction to Sociology	3
<b>Total</b>		16

## TERM FIVE

DIE 2120	Dietetics III	3
DIE 2170L	Practicum III	3
PSY 2012	General Psychology	3
	Elective	3
	Any course from Humanities - Area II	3
<b>Total</b>		15

Please note that General Education and Non -Technical Core Requirements may be taken in any sequence.

## EMERGENCY MEDICAL SERVICE MANAGEMENT (AS)

This program is designed for the student who wishes to increase knowledge in principles of education, supervision or technology related to the paramedic field. The degree candidate follows one of three subject tracks: education, supervisory or technology.

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC 1101	College Composition I	3
SPC 1016	Fundamentals of Speech Communication	3
	Any course from Humanities - Area II	3
	Any course from Mathematics - Area III	3
	Any course from Social Science - Area V	3
<b>Total</b>		15
<b>TECHNICAL CORE REQUIRED COURSES</b>		
EMS 1119	EMT *	8
EMS 1271	Paramedic I	2
EMS 1271L	Paramedic Skills I Lab	3
EMS 1272	Paramedic II	6
EMS 1272L	Paramedic Skills II Lab	2
EMS 1273	Paramedic III	6
EMS 1273L	Paramedic Skills Lab III	2
EMS 1294L	Clinical/Field Rotation I	7
EMS 1295L	Clinical/Field Rotation II	7
<b>Total</b>		43

## EDUCATION TRACK (AS 2449)

EDF 1005	Foundations of Education	3
FFP 2150	Instructional Methodology	3
HSC 2531	Medical Terminology ***	3
CGS 1570	Microcomputer Application	3
EPD 2002	Educational Psychology	3
<b>Total</b>		15

## SUPERVISORY TRACK (AS 2447)

MNA 2345	Principles of Supervision **	3
MNA 2100	Human Relations	3
HSC 2531	Medical Terminology ***	3
CGS 1570	Microcomputer Application	3
PSY 2012	General Psychology	3
<b>Total</b>		15

## TECHNOLOGY TRACK (AS 2448)

BSC 1085	Anatomy and Physiology I	3
BSC 1085L	Anatomy and Physiology I Lab	1
BSC 1085	Anatomy and Physiology II	3
BSC 1086 L	Anatomy and Physiology II Lab	1
HSC 2531	Medical Terminology ***	3
CHM 1015	Principles of Chemistry	3
CGS 1060	PC Starter	1
<b>Total</b>		15
<b>Total Program Hours</b>		73

\* These credits are awarded to holders of a current Florida State Certified EMT Certificate.

\*\* FFP2100 Fire Service Administration or FFP 2410 Fire Service Tactics and Strategies may be substituted with permission of the program manager.

\*\*\* EMS 1331 Aeromedical Transport may be substituted with program manager's approval.

## SUGGESTED COURSE SEQUENCE

## TERM ONE AND TERM TWO

Paramedic Certificate Program	43
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## TERM THREE

General Education Requirements	15
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## TERM FOUR

Optional Track	15
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## NURSING (AAS A301/TPA)

## LIMITED ACCESS

Nursing for the new millennium will focus on: wellness of self and others; technical nursing skills across the life span (emphasis on geriatrics) in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, the student is awarded an associate in applied science degree and is eligible to take the National Council Licensing Exam (NCLEX) to become a Registered Nurse (RN).

As such the graduate will be a collaborative and integral member of the changing health-care system. His/her uniqueness will be evidenced by leadership in the profession as holistic care is provided and coordinated to our diverse community in Palm Beach County. Any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure prior to applying for entrance.

This program is approved by the State Board of Nursing and accredited by the National League for Nursing (NLN) Accrediting Commission. Program data is annually updated with The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone: (800) 669-1656, Web site: [www.accrediting-comm-n/nac.org](http://www.accrediting-comm-n/nac.org).

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a limited-access program, entrance requirements are the same; however, the process is different. Generic students submit information and documents directly to the PBCC Limited Access Program Office. Phone: (561)439-8209. LPN/transfer students submit college application and transcripts to the Admissions Office and all other information directly to the PBCC Nursing and Wellness Office.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

## SPECIAL ADMISSIONS REQUIREMENTS

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. Final selection will be made using a point system that credits former college education; nursing program General Education requirements completed; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing application form.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

## 1. Special Application and Deadline(s)

## A. Generic Students

Must submit a completed PBCC Nursing program application to the Limited Access Program Office (Central Campus) by June 1 for fall term or October 1 for spring term.

## B. LPN/Transfer Students

Must submit PBCC's general admission application to the PBCC

Admissions Office and send the Nursing Department a letter of intent. All admission criteria must be completed by August 1 for fall term and November 15 for spring term.

## 2. Standard High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

## 3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth Location.

## 4. Cumulative Grade Point Average

Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

## 5. Medical Exam

See section 7. G (3) below.

## 6. Program Interview/Counseling

All prospective students are expected to attend a group information session prior to application. Contact the Nursing and Wellness Office for information at (561)439-8092.

## 7. Special Notes

A. NLN Pre-admission Exam (generic students only) Applicants must have NLN Pre-admission test scores on file in the Admissions Office. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center

B. The following courses must be completed with a "C" or higher prior to submitting an application for consideration:

- (1) Chemistry: One year of high school chemistry of one semester of college chemistry (CHM 1015 or equivalent).
- (2) Human Growth & Development: Completion of human growth and development across the life span (HSC 1010, NUR 2130 or equivalent).
- (3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology I (lecture and lab - BSC 1085 and BSC 1085L) completed within the last 10 years.
- (4) Introduction to Health Care: Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000 and HSC 1000L). Experiential learning credit available for qualified students. Contact the Nursing and Wellness Office for details.
- (5) Proficiency of 80% on the "Nurse Procalc" software. Practice is available through the CPI labs. Exams are given in the Testing Center.

C. LPN Applicants Only (in addition to 7.B above):

- (1) LPN License: documentation of a valid Florida license
- (2) LPN competencies: documentation of one of the following:
  - (a) Six months LPN work experience within the last five years OR
  - (b) Graduation from LPN school within the past six months.
- (3) Credit for nursing courses:
  - (a) Successful completion of the NUR 1023 challenge exam (NLN Mobility Profile I - Book 1) with at least a grade of 75 entitles applicant to eight (8) credits. There is a fee for this exam and it is arranged through the Nursing Office. Complete the following prerequisites for Nursing II (NUR 1212):
    - i.) Anatomy & Physiology II (within 10 years) BSC 1086 and BSC 1086L

ii.) Microbiology (within 10 years) MCB 2010 and MCB 2010L

iii.) Introduction to Professional Nursing NUR 2000L

iv.) Introduction to Pharmacotherapeutics NUR 1144

v.) Completion of the PBCC Clinical Competency Check list (NUR1022L)

(b) Optional: passing the NUR 1212 challenge exam (NLN Mobility Profile II - Book 2) with a score of 75 entitles the applicant to twelve (12) credits. Complete the following prerequisites for Nursing III - (NUR2215):

i.) Elements of Nutrition HUN 1201

ii.) Introduction to Sociology SYG 2000

iii.) Essentials of Wellness HLP 1083

iv.) Completion of the PBCC Clinical Competency Check list (NUR 1213L)

## D. Transfer Students

Nursing courses may be challenged. Submit nursing course syllabi of the transferring college to the Nursing Department for review.

## E. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge nursing and other General Education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing and Wellness Department. CLEP exams are arranged with the Testing Center.

PBCC is a participating institution for the ACT-PEP nursing exams. Selected ones are acceptable at admission. Contact the Nursing Department for specifics.

## F. Readmissions

Students who have been academically dismissed from PBCC's Nursing Program or any other nursing program may (re)apply only after successful completion of an LPN program. Application is the same as stated above for LPN's. (See Nursing Student Handbook for progression statement.)

ALL of the above requirements must be completed before the applicant will be considered for selection.

G. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing Department

1. Proof of medical/accident insurance during each enrollment period
2. Valid CPR certificate
3. Completed medical form exam (including immunizations and/or titers)

H. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses.

The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

I. For admission, progression and completion of the nursing program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the "Essential Competency Study" of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.

## PROGRAM PREREQUISITES

(See preceding "Special Notes" 7.B.)

6 credits

COURSE #	TITLE	HOURS
<b>GENERAL EDUCATION REQUIREMENTS</b>		
BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1
ENC 1101	College Composition I	3
HLP 1083	Essentials of Wellness I (taken with NUR 1212)	1
HLP 1087	Essentials of Wellness II (taken with NUR 2215)	1
HLP 1088	Essentials of Wellness III (taken with NUR 2741C)	1
HUN 1201	Elements of Nutrition	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
SYG 2000	Introduction to Sociology	3
	Any course from Humanities - Area II*	3
<b>Total</b>		<b>29</b>

## REQUIRED COURSES

NUR 2000L	Introduction to Professional Nursing **	(1)
NUR 1023	Nursing I	4
NUR 1023L	Nursing I Clinical	3
NUR 1022L	Nursing I Skills Lab	1
NUR 1144	Introduction to Pharmacotherapeutics	2
NUR 1212	Nursing II	7
NUR 1212L	Nursing II Clinical	4
NUR 1213L	Nursing II Skills Lab	1
NUR 2215	Nursing III	8
NUR 2215L	Nursing III Clinical	4
NUR 2741C	Nursing IV	5
NUR 2943L	Clinical Preceptorship	4
<b>Total</b>		<b>43</b>
<b>Total Program Hours</b>		<b>72/(73)</b>

\* Humanities - art, literature or music

\*\* LPN's/Transfers only prior to first clinical nursing course

## SUGGESTED COURSE SEQUENCE

(After acceptance to program)

## TERM ONE

BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
NUR 1023	Nursing I	4
NUR 1023L	Nursing I Clinical	3
NUR 1022L	Nursing I Skills Lab	1
NUR 1144	Introduction to Pharmacotherapeutics	2
<b>Total</b>		<b>18</b>

## TERM TWO

ENC 1101	College Composition I	3
HLP 1083	Essentials of Wellness I (taken with NUR 1212)	1
HUN 1201	Elements of Nutrition	3
NUR 1212	Nursing II	7
NUR 1212L	Nursing II Clinical	4
NUR 1213L	Nursing II Skills Lab	1
<b>Total</b>		<b>19</b>

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For information call (561) 434-5140



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**TERM THREE**

HLP 1087	Essentials of Wellness II	1
NUR 2215	Nursing III	8
NUR 2215L	Nursing III Clinical	4
SYG 2000	Introduction to Sociology	3
<b>Total</b>		<b>16</b>

**TERM FOUR**

HLP 1088	Essentials of Wellness III	1
NUR 2741C	Nursing IV	5
NUR 2943L	Clinical Preceptorship	4
	Any course from Humanities - Area II	3
<b>Total</b>		<b>13</b>

General Education requirements may be taken prior to entrance or during the summer.

### OCCUPATIONAL THERAPY ASSISTANT (AS 2240)

**LIMITED ACCESS**

This program is designed to train students to become occupational therapy assistants. The curriculum has been developed using standards (guidelines) established by the American Occupational Therapy Association (AOTA), and the program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). Graduates are eligible to take a national certification exam given by the National Board for Certification in Occupational Therapy (NBCOT). When students have passed the examination, they are eligible to be licensed by the state of Florida as a Certified Occupational Therapy Assistant (COTA). AOTA is located at 4720 Montgomery Lane, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA.

**SPECIAL ADMISSIONS REQUIREMENTS**

To be eligible for consideration for selection, applicants for the Occupational Therapy Assistant Program must meet the following minimum criteria. Meeting minimum criteria for selection does not guarantee admission to the program. Final selection will be made using a point system that credits former college education, cumulative grade point average and required General Education and non-technical program core courses completed by the time of application. (For details regarding the point system, contact the OTA Department.) These criteria supersede any previous information. If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Special Application**

Submit a completed Occupational Therapy Assistant Application and fee to the Limited Access Program Office at the Lake Worth location no later than May 31. The application fee is non refundable.

**2. Standard High School Diploma or GED**

All applicants must have received a standard high school diploma from an accredited institution or a state high school equivalency diploma (GED in English).

**3. Transcripts**

Official transcripts (from BOTH high school and college) showing high school graduation or GED results and all previous college work must be received by the Registrar's Office in Lake Worth no later than May 31 in order to remain eligible for consideration for selection.

**4. Cumulative Grade Point Average**

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

**5. Prerequisites**

- A. Each applicant must submit a transcript (See #3 above) showing completion of the following with a grade of C or higher:
- (1). BSC 1085 and 1085L Anatomy & Physiology I and Lab (or equivalent courses) within five years of application deadline
  - (2). HSC 1000 and 1000L Introduction to Health Care and Lab
  - (3). NUR 2130 Human Growth and Development

**6. Medical Exam**

A medical exam is not required for application to this program. (See 7.A. and 7.B. below.)

**7. Special Notes**

- A. Once officially accepted into the Occupational Therapy Assistant program, a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- B. All accepted applicants for the OTA program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.
- C. Certification in cardiopulmonary resuscitation issued by the American Heart Association ("BLS for the Health Care Provider") must be current by the beginning of the program.
- D. Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during these periods.

COURSE #	TITLE	HOURS
<b>PROGRAM PREREQUISITES</b>		
BSC 1085	Anatomy & Physiology I	3
BSC 1085L	Anatomy & Physiology I Lab	1
HSC 1000	Introduction to Health Care*	(2)
HSC 1000L	Introduction to Health Care Lab*	(1)
NUR 2130	Human Growth & Development	3
<b>Total</b>		<b>7</b>
* Credit for these courses is not counted toward 70 credits in program total.		

**GENERAL EDUCATION REQUIREMENTS**

CGS 1570	Microcomputer Applications	3
ENC 1101	College Composition I	3
SYG 2000	Introduction to Sociology	3
	Any course from Humanities - Area II	3
	Any course from Mathematics - Area III	3
<b>Total</b>		<b>15</b>

**NON-TECHNICAL CORE REQUIREMENTS**

PSY 2012	General Psychology	3
SPC 1016	Fundamentals of Speech Communication	3
<b>Total</b>		<b>6</b>

**NON-TECHNICAL CORE REQUIREMENTS**

OTH 1001	Introduction to Occupational Therapy	3
OTH 1014C	Kinesiology for Occupational Therapy	3
OTH 1121C	Occupations Across the Life Span	2
OTH 1165C	Daily Living Skills	2
OTH 1300C	Psychosocial Issues in Occupational Therapy	3

### RADIOGRAPHY (AS 2303/TPA)

**LIMITED ACCESS**

Radiologic technologists combine the high technology of medical imaging with their skills of patient care to create an X-ray image or radiograph. The program has a 24-month, competency-based curriculum which includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8:00 a.m. and 4:00 p.m. daily. For more information, visit our Web site at: [www.pbcc.cc.fl.us/eisweb/vshaver/contents.htm](http://www.pbcc.cc.fl.us/eisweb/vshaver/contents.htm).

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. All General Education requirement courses must be completed with a grade of "C" or higher to apply to A.S. degree programs. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

**SPECIAL ADMISSIONS REQUIREMENTS -****LIMITED ACCESS PROGRAMS**

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography Program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Special Application and Deadline**

The applicant must complete and submit the radiography program application package by September 1 of each year in order to be eligible for consideration for selection into the program.

**2. Standard High School Diploma or GED**

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens Location.

**4. Cumulative Grade Point Average**

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

**5. Placement Test Scores**

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

**6. Program Advisement**

The program faculty conduct a mandatory open house advisement session.

**7. Prerequisite: Hospital Observation**

Each prospective student must document at least eight hours of observation in a radiology department.

OTH 1520C	Occupational Therapy with the Pediatric Client	6
OTH 1700	Professional Development	3
OTH 2420C	Occupational Therapy with the Adult Client	6
OTH 2705	Management & Fieldwork Issues	2
OTH 2840	Supervised Clinical Practice I	6
OTH 2841	Supervised Clinical Practice II	6
<b>Total</b>		<b>42</b>
<b>Total Program Hours</b>		<b>70</b>

Note: It is a requirement that all OTA students complete Level II Fieldwork (OTH 2840 & 2841) within 18 months following completion of academic preparation.

It is advised that students complete as much of the General Education requirements and non-technical core courses as possible prior to starting the program.

#### SUGGESTED COURSE SEQUENCE FOR TECHNICAL CORE COURSES

**TERM ONE**

OTH 1001	Introduction to Occupational Therapy	3
OTH 1014C	Kinesiology for Occupational Therapy	3
OTH 1121C	Occupations Across the Life Span	2
OTH 1165C	Daily Living Skills	2
<b>Total</b>		<b>10</b>

**TERM TWO**

OTH 1300C	Psychosocial Issues in Occupational Therapy	3
OTH 1520C	Occupational Therapy with the Pediatric Client	6
<b>Total</b>		<b>9</b>

**TERM THREE (SUMMER A)**

OTH 1700	Professional Development	3
<b>Total</b>		<b>3</b>

**TERM FOUR**

OTH 2420C	Occupational Therapy with the Adult Client	6
OTH 2705	Management and Fieldwork Issues2	8

**TERM FIVE**

OTH 2840	Supervised Clinical Practice I	6
OTH 2841	Supervised Clinical Practice II	6
<b>Total</b>		<b>12</b>

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COURSE #	TITLE	HOURS
<b>PROGRAM PREREQUISITES</b>		
HSC 1000	Introduction to Health Care * (or high school tech prep)	(2)
HSC 1000L	Introduction to Health Care Lab *	(1)
BSC 1085	Anatomy & Physiology I	3
BSC 1085L	Anatomy & Physiology I Lab	1
<b>Total</b>		<b>7</b>

\* Credit for these courses is not counted toward 77 credits in program total.

<b>GENERAL EDUCATION</b>		
BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1
ENC 1101	College Composition I	3
MAC 1105	College Algebra	3
PSY 2012	General Psychology	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>16</b>

<b>REQUIRED COURSES</b>		
RTE 1000	Introduction to Radiography	3
RTE 1503	Radiographic Procedures I	3
RTE 1503L	Radiographic Procedures I Lab	1
RTE 1804	Radiographic Clinical Education I	3
RTE 1513	Radiographic Procedures II	2
RTE 1513L	Radiographic Procedures II Lab	1
RTE 1814	Radiographic Clinical Education II	3
RTE 1401	Radiographic Imaging I	2
RTE 1401L	Radiographic Imaging I Lab	1
RTE 1457	Radiographic Imaging II	2
RTE 1457L	Radiographic Imaging II Lab	1
RTE 1523	Radiographic Procedures III	3
RTE 1523L	Radiographic Procedures III Lab	1
RTE 1824	Radiographic Clinical Education III	3
RTE 2613	Radiologic Physics	3
RTE 2533	Radiographic Procedures IV	3
RTE 2533L	Radiographic Procedures IV Lab	1
RTE 2834	Radiographic Clinical Education IV	3
RTE 2023	Pharmacology for Medical Imaging	3
RTE 2844	Radiographic Clinical Education V	3
RTE 2385	Radiobiology	3
RTE 2563	Advanced Medical Imaging	3
RTE 2473	Radiography Seminar	3
RTE 2854	Radiographic Clinical Education VI	3
<b>Total</b>		<b>57</b>
<b>Total Program Hours</b>		<b>77</b>

**SUGGESTED COURSE SEQUENCE**

<b>TERM ONE (SPRING)</b>		
MAC 1105	College Algebra	3
RTE 1000	Introduction to Radiography	3
RTE 1503	Radiographic Procedures I	3
RTE 1503L	Radiographic Procedures I Lab	1
RTE 1804	Radiographic Clinical Education I	3
<b>Total</b>		<b>13</b>
<b>TERM TWO (SUMMER A/B)</b>		
RTE 1401	Radiographic Imaging I	2
RTE 1401L	Radiographic Imaging I Lab	1
RTE 1513	Radiographic Procedures II	2
RTE 1513L	Radiographic Procedures II Lab	1
RTE 1814	Radiographic Clinical Education II	3
<b>Total</b>		<b>9</b>

<b>TERM THREE (FALL)</b>		
BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1
RTE 1457	Radiographic Imaging II	2
RTE 1457L	Radiographic Imaging II Lab	1
RTE 1523	Radiographic Procedures III	3
RTE 1523L	Radiographic Procedures III Lab	1
RTE 1824	Radiographic Clinical Education III	3
<b>Total</b>		<b>14</b>

<b>TERM FOUR (SPRING)</b>		
ENC 1101	College Composition I	3
RTE 2533	Radiographic Procedures IV	3
RTE 2533L	Radiographic Procedures IV Lab	1
RTE 2613	Radiologic Physics	3
RTE 2834	Radiographic Clinical Education IV	3
<b>Total</b>		<b>13</b>

<b>TERM FIVE (SUMMER A/B)</b>		
RTE 2385	Radiobiology	3
RTE 2563	Advanced Medical Imaging	3
RTE 2844	Radiographic Clinical Education V	3
<b>Total</b>		<b>9</b>

<b>TERM SIX (FALL)</b>		
PSY 2012	General Psychology	3
RTE 2023	Pharmacology for Medical Imaging	3
RTE 2473	Radiography Seminar	3
RTE 2854	Radiographic Clinical Education VI	3
	Any course from Humanities - Area II	3
<b>Total</b>		<b>15</b>

### RESPIRATORY CARE TECHNOLOGY (AS 2148)

**LIMITED ACCESS**

This program is designed for the student who wants to be employed as a Respiratory Care practitioner. Earning the A.S. degree in Respiratory Therapy enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam and become a registered respiratory therapist (RRT).

**SPECIAL ADMISSIONS REQUIREMENTS****1. Special Application and Deadline(s):**

A. Beginning Program Students: Attend mandatory group counseling session; complete program application prior to May deadline to be considered for eligibility in selection process.

B. Respiratory Care Technology Transfer Students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.

Other Transfer Students: Arrange appointment with program director prior to application submission.

**2. Standard High School Diploma or GED:**

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

**3. Transcripts:**

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Eisey Campus.

**4. Cumulative Grade Point Average (GPA):**

Cumulative grade point average must be at least 2.0 on a scale of 4.0 in all previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

**5. Medical Exam:**

All accepted applicants for this program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program. Once officially accepted into the program, a dental and medical examination on PBCC Allied Health Medical Examination Forms dated within one year prior to the start of the program must be submitted by the applicant.

**6. Program/Interview Counseling:**

Mandatory group counseling sessions are scheduled throughout the year held at the Palm Beach Gardens Locations with program faculty. Following this session, the applicant will be scheduled for the mandatory clinical observation at a nearby hospital arranged by the director of clinical education.

**7. Special Notes:**

It is strongly recommended students complete General Education and science requirements prior to entering the program due to the heavy time demand of clinical courses. Required coursework completed with "C" or better prior to the beginning of the program will earn the applicant points toward selection criteria. Graduates of the program who successfully pass the NBRC examinations will then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health requirements. See program application packet for affidavit.

Program graduates may transfer into the baccalaureate degree program in cardiopulmonary sciences at University of Central Florida after the A.A. degree requirements have been met. See program director for details.

COURSE #	TITLE	HOURS
<b>PROGRAM PREREQUISITES</b>		
BSC 1085	Anatomy & Physiology I	3
BSC 1085L	Anatomy & Physiology I Lab	1
HSC 1000	Introduction to Health Care *	(2)
HSC 1000L	Introduction to Health Care Lab *	(1)
<b>Total</b>		<b>7</b>

\* Credit for these courses is not counted toward 76 credits in program total.

**GENERAL EDUCATION REQUIREMENTS**

ARH 1000	Art Appreciation	
— or —		
MUL 1010	Music Appreciation	
— or —		
THE 1000	Theatre Appreciation	3
BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1
CHM 1015	Principles of Chemistry	3
ENC 1101	College Composition I	3
MAC 1105	College Algebra	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
PHY 1007	Physics for Allied Health Professionals	3
SYG 2000	Introduction to Sociology	3
<b>Total</b>		<b>26</b>

**REQUIRED COURSES**

RET 1272	Fundamentals of Respiratory Care I	9
RET 1272L	Fundamentals of Respiratory Care I Lab	3
RET 1273	Fundamentals of Respiratory Care II	6
RET 1273L	Fundamentals of Respiratory Care II Lab	2
RET 1874L	Clinical Internship I	1
RET 1875L	Clinical Internship II	3
RET 1876C	Clinical Internship III	4
RET 2280C	Fundamentals of Respiratory Care III	7
RET 2534C	Fundamentals of Respiratory Care IV	7
RET 2877L	Clinical Internship IV	2
RET 2878L	Clinical Internship V	2
<b>Total</b>		<b>46</b>
<b>Total Program Hours</b>		<b>76</b>

**SUGGESTED COMPLETION PRIOR TO ENTRY**

ARH 1000	Art Appreciation	
— or —		
MUL 1010	Music Appreciation	
— or —		
THE 1000	Theatre Appreciation	3
BSC 1086	Anatomy & Physiology II	3
BSC 1086L	Anatomy & Physiology II Lab	1
CHM 1015	Principles of Chemistry	3
ENC 1101	College Composition I	3
MAC 1105	College Algebra	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
PHY 1007	Physics for Allied Health Professionals	3
SYG 2000	Introduction to Sociology	3
<b>Total</b>		<b>26</b>

**SUGGESTED COURSE SEQUENCE**

<b>TERM ONE</b>		
RET 1272	Fundamentals of Respiratory Care I	9
RET 1272L	Fundamentals of Respiratory Care I Lab	3
RET 1874L	Clinical Internship I	1
<b>Total</b>		<b>13</b>
<b>TERM TWO</b>		
RET 1273	Fundamentals of Respiratory Care II	6
RET 1273L	Fundamentals of Respiratory Care II Lab	2
RET 1875L	Clinical Internship II	3
<b>Total</b>		<b>11</b>
<b>TERM THREE</b>		
RET 1876C	Clinical Internship III	4
<b>Total</b>		<b>4</b>
<b>TERM FOUR</b>		
RET 2280C	Fundamentals of Respiratory Care III	7
RET 2877L	Clinical Internship IV	2
<b>Total</b>		<b>9</b>
<b>TERM FIVE</b>		
RET 2534C	Fundamentals of Respiratory Care IV	7
RET 2878L	Clinical Internship V	2
<b>Total</b>		<b>9</b>

Note: All RET prefix, prerequisite and corequisite courses must be completed with "C" or better. All RET prefix courses must be taken in sequence. Advanced placement for previous experience and/or academic preparation is considered through arrangement with the program director. Competency testing may be required for advanced placement or transfer requests at the discretion of the program director.



## ADVANCED TECHNICAL CERTIFICATES (ATC)

## CARDIOVASCULAR NURSING (ATC 4316)

This curriculum is offered to licensed registered nurses (RN) who require additional coursework to become employed in a (monitored) coronary care area. An Advanced Technical Certificate (ATC) in Cardiovascular Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

## SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants for this program must hold a current RN license. All courses must be completed with a grade of "C" or better to apply to ATC completion. Refer to course descriptions for prerequisites of courses listed below.

COURSE #	TITLE	HOURS
<b>REQUIRED COURSES</b>		
(Both must be taken)		
NUR 2294C	Cardiovascular Nursing	6
NUR 2948L	Cardiovascular Nursing Preceptorship	2
<b>Total</b>		<b>8</b>
<b>ELECTIVES</b>		
(Must be a minimum of 4 credit hours)		
NUR 2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR 2062	Physical Assessment of the Neurological System	1
NUR 2144	Pharmacotherapeutics of the Critically Ill Adult	2
NUR 2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR 2791	Antibiotic and Anti-infective Therapy	2
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR 2797	Clinical Integration of Mechanical Ventilation	2
NUR 2933	Integration of Healing Touch with Technology	1
NUR 2990	Physical Examination and History Taking of the Adult-Part I	3
NUR 2935	Clinical Application of 12 Lead Electrocardiography	3
<b>Total</b>		<b>4</b>
<b>Total Program Hours</b>		<b>12</b>

## COMMUNITY HOME HEALTH NURSING (ATC 4319)

This curriculum is offered to licensed RNs who require additional coursework to become employed in a home health care specialty area. An Advanced Technical Certificate (ATC) in Community Home Health Care Nursing is awarded to the student who completes a minimum of 16 credit hours in any combination of the courses listed below.

## SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. All applicants for this program must hold a current RN license. All courses must be completed with a grade of "C" or better to apply to ATC completion. Refer to course descriptions for prerequisites of courses listed below.

COURSE #	TITLE	HOURS
<b>REQUIRED COURSES</b>		
(Choose at least two)		
NUR 2252	Community/Home Health Nursing: Standards & Regulations	4
NUR 2690	Community/Home Health Nursing: Documentation	4
NUR 2691	Community/Home Health Nursing: Case Management	4
<b>Total</b>		<b>8 or 12</b>
<b>ELECTIVES</b>		
NUR 2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR 2062	Physical Assessment of the Neurological System	1
NUR 2091	Advanced Principles of Intravenous Therapy	1
NUR 2149	Cardio-Pulmonary Pharmacotherapeutics	2
NUR 2241	Medical - Surgical Nursing	6
NUR 2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR 2791	Antibiotic and Anti-infective Therapy	2
NUR 2793	Nursing Process Applied to Basic Principles of Intravenous Therapy	2
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR 2797	Clinical Integration of Mechanical Ventilation	2
NUR 2933	Integration of Healing Touch with Technology	1
NUR 2934L	Clinical Preceptorship in Intravenous Therapy	1
NUR 2935	Clinical Application of 12 Lead Electrocardiography	3
NUR 2990	Physical Examination and History Taking of the Adult-Part I	3
<b>Total</b>		<b>4 or 8</b>
<b>Total Program Hours</b>		<b>16</b>

## CRITICAL CARE NURSING (ATC 4315)

This curriculum is offered to licensed RNs who require additional coursework to become employed in a critical care specialty area. An Advanced Technical Certificate (ATC) in Critical Care Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

## SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants to this program must hold a current RN license. All courses must be completed with a grade of "C" or better to apply to ATC completion. Refer to course descriptions for prerequisites of courses listed below.

COURSE #	TITLE	HOURS
<b>REQUIRED COURSES</b>		
(Choose at least one)		
NUR 2274	Emergency/Trauma Nursing	6
NUR 2291	Critical Care Nursing (must also take NUR 2944L to complete ATC)	6
NUR 2944L	Critical Care Nursing Preceptorship	2
NUR 2392	Pediatric Intensive Care Nursing	6
<b>Total</b>		<b>6 or 8</b>
<b>ELECTIVES</b>		
NUR 2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR 2062	Physical Assessment of the Neurological System	1
NUR 2144	Pharmacotherapeutics of the Critically Ill Adult	2
NUR 2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurse	3
NUR 2791	Antibiotic and Anti-infective Therapy	2
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR 2797	Clinical Integration of Mechanical Ventilation	2
NUR 2933	Integration of Healing Touch with Technology	1
NUR 2935	Clinical Application of 12 Lead Electrocardiography	3
NUR 2944L	Critical Care Nursing Preceptorship	2
NUR 2990	Physical Examination and History Taking of the Adult-Part I	3
<b>Total</b>		<b>4 or 6</b>
<b>Total Program Hours</b>		<b>12</b>

## MEDICAL SURGICAL NURSING (ATC 4318)

This curriculum is offered to licensed RNs who require additional coursework to become employed in a medical surgical area. An Advanced Technical Certificate (ATC) in Medical Surgical Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

## SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants for this program must hold a current RN license. All courses must be completed with a grade of "C" or better to apply to ATC completion. Refer to course descriptions for prerequisites of courses listed below.

COURSE #	TITLE	HOURS
<b>REQUIRED COURSES</b>		
(Choose at least one)		
NUR 2241	Medical-Surgical Nursing	6
NUR 2241	RN Re-entry Course (lecture component)	6
NUR 2942L	RN Re-entry Course (clinical component) (NUR 2241 and NUR 2942 must be taken to complete RN Re-entry course.)	4
<b>Total</b>		<b>6 or 10</b>
<b>ELECTIVES</b>		
NUR 2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR 2062	Physical Assessment of the Neurological System	1
NUR 2091	Advanced Principles of Intravenous Therapy	1
NUR 2191	Cardio-Pulmonary Pharmacotherapeutics	2
NUR 2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR 2791	Antibiotic and Anti-infective Therapy	2
NUR 2793	Nursing Process Applied to Basic Principles of Intravenous Therapy	2
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR 2934L	Clinical Preceptorship in Intravenous Therapy	1
NUR 2935	Clinical Application of 12 Lead Electrocardiography	3
NUR 2933	Integration of Healing Touch with Technology	1
NUR 2942L	RN Clinical Preceptorship	4
NUR 2990	Physical Examination and History Taking of the Adult-Part I	3
<b>Total</b>		<b>2 or 6</b>
<b>Total Program Hours</b>		<b>12</b>

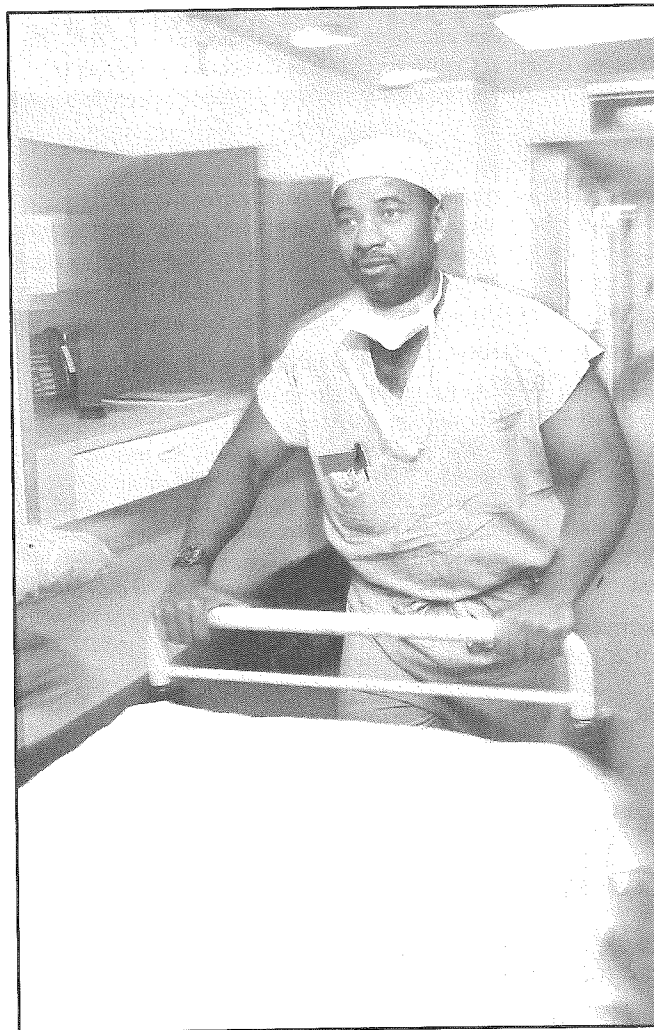
### PERIOPERATIVE NURSING (ATC 4317)

This curriculum is offered to licensed registered nurses who require additional coursework to become employed in a perioperative specialty area. An Advanced Technical Certificate (ATC) in Perioperative Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

#### SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants to this program must hold a current RN license. All courses must be completed with a grade of "C" or better to apply to ATC completion. Refer to course descriptions for prerequisites of courses listed below.

COURSE #	TITLE	HOURS
<b>REQUIRED COURSES</b>		
(Choose at least one)		
NUR 2293C	Perioperative Nursing	6
NUR 2790	Registered Nurse First Assistant (lecture component)	3
NUR 2790L	Registered Nurse First Assistant (clinical component) (NUR 2790 & NUR 2790L must be taken together)	3
<b>Total</b>		<b>6</b>
<b>ELECTIVES</b>		
NUR 2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR 2062	Physical Assessment of the Neurological System	1
NUR 2091	Advanced Principles of Intravenous Therapy	1
NUR 2144	Pharmacotherapeutics of the Critically Ill Adult	2
NUR 2191	Cardio-Pulmonary Pharmacotherapeutics	2
NUR 2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR 2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR 2791	Antibiotic and Anti-infective Therapy	2
NUR 2793	Nursing Process Applied to Basic Principles of Intravenous Therapy	2
NUR 2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR 2797	Clinical Integration of Mechanical Ventilation	2
NUR 2810	Clinical Preceptorship in Intravenous Therapy	1
NUR 2933	Integration of Healing Touch with Technology	1
NUR 2935	Clinical Application of 12 Lead Electrocardiography	3
NUR 2990	Physical Examination and History Taking of the Adult-Part I	3
<b>Total</b>		<b>6</b>
<b>Total Program Hours</b>		<b>12</b>



### POST SECONDARY VOCATIONAL CERTIFICATE (PSVC)

#### PARAMEDIC (PSVC 6450)

##### LIMITED ACCESS

This certificate program is offered for individuals who wish to complete the core curriculum and be eligible for licensure by the state of Florida to practice as a paramedic. The course content includes lecture, skills lab and clinical/fire rescue rotations as outlined in the core requirements of the EMS Management A.S. degree program.

##### SPECIAL ADMISSIONS REQUIREMENTS

Special admission requirements are associated with this program.

COURSE #	TITLE	CREDIT HOURS
EMS 1119C	Emergency Medical Service Technology *	8
EMS 1271	Paramedic I	2
EMS 1271L	Paramedic Skills I Lab	3
EMS 1272	Paramedic II	6
EMS 1272L	Paramedic Skills II Lab	2
EMS 1273	Paramedic III	6
EMS 1273L	Paramedic Skills III Lab	2
EMS 1294L	Clinical/Field Rotation I	7
EMS 1295L	Clinical/Field Rotation II	7
<b>Total Credit Hours</b>		<b>43</b>

\* These credits will be awarded to individuals who possess a current Florida State EMT certificate.





# POST SECONDARY ADULT VOCATIONAL (PSAV)

## CERTIFICATES

### ACCOUNTING OPERATIONS (PSAV 5044)

This program prepares the student for entry-level accounting employment. It provides training for persons previously or currently employed from beginning applications of accounting principles and practices through the full accounting cycle. Manual and automated systems are taught, including commonly used accounting software.

#### REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
OTA 0101	Keyboarding/Word Processing I	45
OST 0105	Information Processing	30
OST 0465	Office Operations I	75
<b>Group B</b>		
CGS 0000	Microcomputer Fundamentals	45
OST 0104	Keyboarding/Word Processing II	30
OST 0466	Office Operations II	75
<b>Group C</b>		
ACO 0004	The Accounting Environment I	100
ACO 0011	Beginning Bookkeeping	200
<b>Group D</b>		
ACO 0021	Automated Bookkeeping	150
ACO 0105	Accounting Communications	50
ACO 0948	Accounting Internship	
— or —		
ACO 0005	The Accounting Environment II (If internship is not available)	100
<b>Total Program Hours</b>		<b>900</b>

#### COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9 ; English: 9 ; Mathematics: 9

### ADMINISTRATIVE ASSISTANT (PSAV 5519)

This program is designed to prepare the student for employment as an administrative assistant. Program content includes the development of communication, critical thinking and decision-making skills; the performance of office procedures; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities and the production of an employment portfolio.

#### REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
OST 0105	Information Processing	30
OST 0465	Office Operations I	75
OTA 0101	Keyboarding/Word Processing I	45

<b>Group B</b>			
CGS 0060	Microcomputer Fundamentals	45	
OST 0104	Keyboarding/Word Processing	30	
OST 0466	Office Operations II	75	
<b>Group C</b>			
OST 0401	Office Procedures I (Simulation)	150	
OTA 0451	Business Applications I	150	
<b>Group D</b>			
OST 0015	Professional Development	50	
OST 0402	Office Procedures II Simulation	200	
OTA 0452	Business Applications II	200	
<b>Total Program Hours</b>		<b>1050</b>	

#### COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 10 ; English: 10 ; Mathematics: 10

## APPRENTICESHIP PROGRAMS

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Programs are sponsored by apprenticeship organizations in partnership with Palm Beach Community College.

Students work during the day and attend classes two nights a week during the academic year. Classes are held at various locations in central Palm Beach County. Programs require from three to five years to complete. Successful completers are awarded journeyman credentials, which are nationally recognized.

Apprentices are enrolled at Palm Beach Community College in PSAV Career Certificate Programs. Prospective students apply directly to the apprenticeship organization. Some programs accept new students throughout the year, others have specific enrollment dates. Full-time employment with a participating sponsor is required of apprenticeship students.

#### Apprenticeship programs are available in:

• HVAR	• Painting and Allied Trades
• Carpentry	• Plumbing and Pipe Fitting
• Electrical	• Sheet Metal
• Fire Sprinkler Fitter	• Trowel Trades: Bricklaying
• Iron Work - Structural Steel	Plastering
Work	Tile Setting

Call (561) 439-8392 for additional information regarding apprenticeship opportunities.

### ARCHITECTURAL DRAFTING (PSAV 5208)

This program is designed to prepare the student for employment as an architectural drafter. Architectural drafters draw architectural and structural features of buildings and other structures. They may specialize by the type of structure, such as residential or commercial, or by material used, such as reinforced concrete, masonry, steel or timber. The course content includes blueprint reader, drafting assistant, architectural detailer, CAD drafter and drafter/architectural.

#### REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
ETD 0002	Blueprint Reading	150
<b>Group B</b>		
ETD 0073	Drafting I	450
<b>Group C</b>		
ETD 0076	Architectural Drafting I	200
<b>Group D</b>		
ETD 0320	CAD Drafting	550
<b>Group E</b>		
ETD 0077	Architectural Drafting II	550
<b>Total Program Hours</b>		<b>1,900</b>

#### COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 10 ; English: 9 ; Mathematics: 10

### CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA) (PSAV 5348)

The CDA program prepares students who work with children ages five and under for the National CDA Credential. Upon successful completion of 120 hours of formal instruction in the six competency goals, a two-hour observation and by meeting all the PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

#### REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
HEV 0150	Child Development Associate Module I	40
HEV 0151	Child Development Associate Module II	40
HEV 0152	Child Development Associate Module III	40
HEV 0160	Child Development Association Observation	2
<b>Total Program Hours</b>		<b>122</b>

### COMMERCIAL ART (PSAV 5017)

This program is designed to prepare the student for employment as an artist, illustrator or commercial designer. The course content includes basic art skills; lettering skills; preparation of layouts and illustrations; preparation of camera-ready paste-up; and development of specialized skills. It also includes training in communication, leadership, human relations and employability skills; and safe and efficient work practices.

Laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

#### REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
GRA 0422	Windows for Commercial Art	70
GRA 0447	Technical Writing for Commercial Art	50
GRA 0496	CorelDraw	125
GRA 0448	Copy Editing	125
GRA 0425	Internet Basics for Commercial Art	30
GRA 0402	Business Math for Commercial Art	50
<b>Group B</b>		
GRA 0423	Basic Macintosh Troubleshooting Skills for Commercial Art	70
GRA 0456	Color Theory for Commercial Art	30
GRA 0497	Photoshop for Commercial Art	70
GRA 0465	Digital Illustration	70
GRA 0498	QuarkXpress for Commercial Art	70
GRA 0458	Preflight	70
GRA 0426	Advanced Internet Skills for Commercial Art	70
<b>Group C</b>		
GRA 0405	History of Graphic Design	30
GRA 0461	Illustration	70
GRA 0444	Silkscreening	60
GRA 0491	Vinyl Signmaking	50
GRA 0433	Web Design for Commercial Art	50
GRA 0419	Marketing for the Freelance Artist	30

#### Group D

GRA 0406	Print History and Formats	20
GRA 0412	Photography for Commercial Art	93
GRA 0441	Graphic Reproduction	93
GRA 0480	Project Management	20
GRA 0418	Art Marketing	60
GRA 0417	Professional Development for Commercial Art	15

#### Total Program Hours

1,500

#### Completion Requirements

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9 ; English: 9 ; Mathematics: 9

### COMMERCIAL FOODS AND CULINARY ARTS (PSAV 5088)

This program is designed to prepare the student for employment as a restaurant cook. The course content includes food preparations and serving; identification, storage, selection and presentation of a wide variety of foods; training in communication, leadership, human relations and employability skills; and safe efficient work practices.

#### REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
HMV 0002	Careers in Food Service	40
HMV 0010	Customer Service	60

<b>Group B</b>		
HMV 0110	Safety and Sanitation	75
<b>Group C</b>		
HMV 0100	Produce Preparation	50
HMV 0140	Quantity Food Techniques	50
<b>Group D</b>		
HMV 0113	Kitchen Tools and Equipment	125
<b>Group E</b>		
HMV 0107	Breakfast and Starch Preparation	300
<b>Group F</b>		
HMV 0101	Stock, Soup & Sauce Preparation	200
HMV 0103	Meat, Poultry & Fish Preparation	200
HMV 0431	Business Skills	50
<b>Group G</b>		
HMV 0108	Bakeshop	290
<b>Total Program Hours</b>		<b>1,440</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

**COMMERCIAL VEHICLE DRIVING**

This program is designed to prepare the student for licensing as a Commercial Vehicle Driver. Two tracks are available for the student - Tractor Trailer Commercial Driver License (CDL) and Truck and Bus Commercial Driver License (CDL) - are taught by an authorized agency contracted by PBCC.

**TRACTOR TRAILER CDL CLASS A (PSAV 5206)****REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
CDO 0100	Tractor Trailer CDL Class A	160

**TRUCK AND BUS CDL CLASS B (PSAV 5207)****REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
CDO 0200	Truck and Bus CDL Class B	120

**COSMETOLOGY (PSAV)**

The purpose of this program is to prepare students for employment as licensed hairdressers and cosmetologists, registered nails or facial specialists. Instruction is designed to prepare students to successfully pass the Florida Cosmetology License examination or to obtain a registration from the State Board of Cosmetology. The courses for this program are under development.

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9 ; English: 8 ; Mathematics: 8

**CRIMINAL JUSTICE ACADEMIES****LIMITED ACCESS**

The Criminal Justice Academy offering is a limited-access program. Two tracks are available: the Basic Correctional Officer Academy Track provides eligibility for certification as a Florida corrections officer and the Basic Law Enforcement Officer Academy provides eligibility for certification as a Florida law enforcement officer.

**SPECIAL ADMISSIONS REQUIREMENTS**

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Assessment Center Testing through Palm Beach Community College or enter under the auspices of a Palm Beach County Law Enforcement Agency. Additionally, they must complete a Palm Beach Community College application as well as achieve a 12.9 on the T.A.B.E.(Test of Adult Basic Education), successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and polygraph exam.

Successful candidates will be accepted into the academy program. Information concerning testing or academy beginning dates may be obtained by calling (561) 439-8145.

**CORRECTIONS/LAW ENFORCEMENT TRACK (PSAV 5601)**

The Criminal Justice Institute (CJI) is a limited-access program governed by Palm Beach Community College and its Board of Trustees, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission.

**MEETING WITH RULES AND REGULATIONS**

Students registering in the Police, Corrections or Crossover Academy are advised that they must meet and abide by the rules and regulations of the Criminal Justice Institute, Palm Beach Community College. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training (CJST), Florida Department of Law Enforcement.

**MODULAR EXAMINATION FAILURE**

Failure of any modular examination in academy training will entitle the student recruit to one re-test ( not the same test ) which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three-module exams will result in the student being dismissed from the program.

**STATEWIDE EXAMINATION AND FAILURE**

At the completion of academy training, the applicant must file with CJST to take the statewide certification examination. There is a \$50 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

**ACADEMIC DISHONESTY**

The definition of Academic Dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College administration.

**CORRECTIONS/LAW ENFORCEMENT**

The program provides for eligibility for certification as a corrections officer in the state of Florida when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statute 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

COURSE #	TITLE	CREDIT HOURS/VOC. CREDITS
CJD 0741	Emergency Preparedness	0/1
CJD 0704	Criminal Justice Defensive Tactics	0/2
CJD 0705	Criminal Justice Weapons	0/2
CJD 1254L	Medial First Responder	1/0
CJD 1700	Criminal Justice Legal I	3/0
CJD 1702C	Criminal Justice Communications- Corrections	3/0
CJD 1703C	Interpersonal Skills I - Corrections	3/0
CJD 1740	Interpersonal Skills II - Corrections	3/0
CJD 1742	Corrections Operations	3/0
CJT 1771	Corrections Legal II	1/0
<b>Program Total</b>		<b>17/ 5</b>

**BASIC LAW ENFORCEMENT OFFICER ACADEMY TRACK (PSAV 5600)**

This curriculum provides for eligibility for certification as a law enforcement officer in the state of Florida, when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statute 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice A.S. degree.

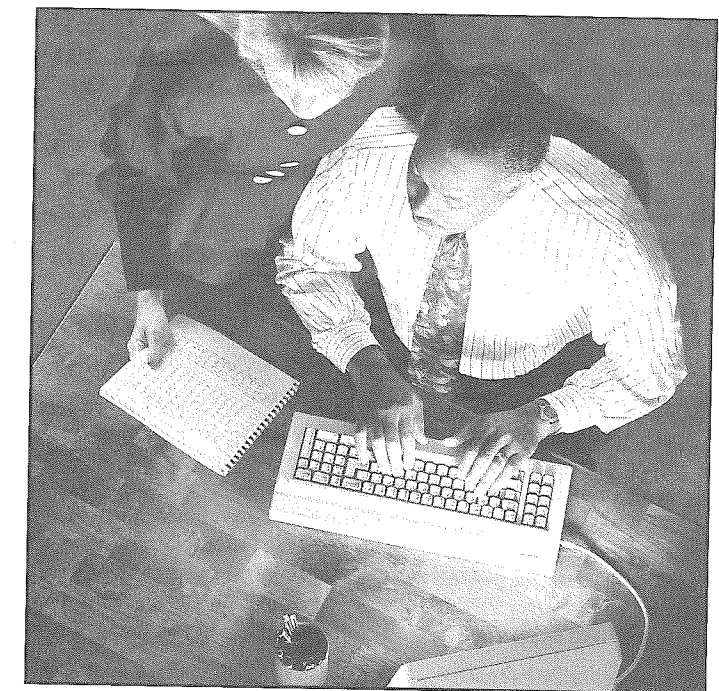
COURSE #	TITLE	CREDIT HRS/VOC. CREDITS
CJD 0704	Criminal Justice Defensive Tactics	0/2
CJD 0705	Criminal Justice Weapons	0/2
CJD 0723	Criminal Justice Vehicle Operations	0/1.5
CJD 0732	Law Enforcement Traffic	0/1.5
CJD 1700	Criminal Justice Legal I	3/0
CJD 1701	Criminal Justice Legal II	3/0
CJD 1702	Criminal Justice Communications Law Enforcement	3/0
CJD 1254L	Medial First Responder	1/0
CJD 1713C	Interpersonal Skills I - Law Enforcement	3/0
CJD 1720	Law Enforcement Legal III	2/0
CJD 1721C	Law Enforcement Patrol	3/0
CJD 1724C	Law Enforcement Investigations	3/0
<b>Program Total</b>		<b>21/7.0</b>

**CUSTOMER SERVICE PROGRAM (PSAV 5045)**

This program is designed to prepare the student for employment in the customer service industry including those in banking, retail, legal, government, hotel reservations, telecommunications and the health care industry. The program covers course content in areas such as human relations, communications, conflict resolution, computer basics and employability skills.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
MKO 0102	Human Relations I	15
MKO 0103	Communications I	18
MKO 0104	Conflict Resolution I	18
MKO 0106	Math Fundamentals	15
OTA 0101	Keyboarding/Word Processing I	45
<b>Total Program Hours</b>		<b>111</b>





**DENTAL ASSISTING (TPA) (PSAV 5155)****LIMITED ACCESS**

The Dental Assisting Program is a limited access, combined vocational credit/college credit program accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. Graduates will receive a Florida Expanded Functions certificate. One class is accepted annually beginning in the fall term.

Palm Beach County high school Tech Prep students may qualify to receive credit after the completion of 15 semester hours of college work with a C average or better. Students must present evidence of Tech Prep coursework to the PBCC Registrar upon entrance into a college program.

**SPECIAL ADMISSIONS REQUIREMENTS**

The Dental Assisting Program is limited to the number of students it may admit to each class and the following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting Program. Final selection will be based on the applicant pool and space available. Preference for selection will be given to students who have completed any or all of the electives HSC 1000 (Introduction to Health Care), HSC 1400 (Standard First Aid), HSC 2100 (Health Concepts and Strategies), HSC 2531 (Medical Terminology), SLS 1501 (Strategies for College Success) and/or CGS 1570 (Microcomputer Applications). See the PBCC Dental Assisting Application form or call the Dental Health Program specialist at (561)439-8313 for further details on selection.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Special Application and Deadline(s)**

The applicant must submit a completed Dental Assisting Application package (including transcripts) to the Limited Access Program Office at the Lake Worth Location by July 1 of each year in order to be eligible for consideration for selection into the program. The Dental Assisting Program Application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general college application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general college application and fee.

**2. High School Graduation**

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing agency.

**3. College Transcripts**

All applicants who have attended other colleges/universities must have official transcripts submitted directly to the Registrar's Office at the Lake Worth location. A minimum 2.0 cumulative college GPA is required to be eligible for selection.

**4. Placement Test Scores**

All applicants must take the Level A TABE (Test of Adult Basic Education), within two years prior to the application deadline date and score at least at the 12th grade competency level in all parts of the examination in order to be eligible for consideration for selection. Those who do not are encouraged to complete remediation and to retest prior to the beginning of the program.

www.pbcc.cc.fl.us

Anyone successfully retesting may be reconsidered for selection after the application deadline on a space available basis. Call the Testing Center at the Lake Worth location at (561)439-8053.

**5. Program Counseling**

All students are strongly urged to speak with the program specialist as early as possible prior to application. Call (561)439-8313 for an appointment or e-mail kuzmireb@pbcc.cc.fl.us

**6. Student Selection**

One TABE test point will be added to the applicant's overall score for each credit of coursework successfully completed from the list of elective courses described under "Special Admissions Requirements" above.

**7. Special Notes**

A. Once officially accepted into the Dental Assisting Program, a dental examination and a medical examination on a PBCC Allied Health Medical Examination Form dated within one year prior to the start of the program must be submitted by the applicant.

B. All accepted applicants for the Dental Assisting Program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.

C. Certification in Cardiopulmonary Resuscitation, given by the American Heart Association ("Basic Life Support") must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.

D. The student will be automatically enrolled in the Student Accident/Health Insurance coverage program provided by PBCC.

E. All program courses with the prefix DEA plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of "Pass," or "C" or higher to continue in the program. Other courses may be passed at the level of "D" to continue, but students who receive one grade of "D" and who at a later time wish to apply to the PBCC Dental Hygiene Program would not be granted admission to that program until that course has been repeated and a grade of "C" or higher earned. See 7.F. below for additional information regarding grades and Dental Hygiene program admission policies.

F. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for re-admission to a Dental Assisting class. In addition, two separate grades of "D" or "F" in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

**ELECTRICAL DRAFTING (PSAV 5211)**

This program is designed to prepare the student for employment as an electrical drafter. Electrical drafters prepare wiring and layout diagrams used by workers who erect, install and repair electrical equipment and wiring in communication centers, powerplants, electrical distribution systems and buildings. Electrical drafters draw wiring diagrams, circuit board assembly diagrams, schematics and layout drawings used in the manufacture, installation and repair of electrical devices and components. The course content includes instruction in electrical codes and specification, electrical drawings, and an understanding of basic civil drawings and technical mathematics.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
ETD 0002	Blueprint Reading	150
<b>Group B</b>		
ETD 0073	Drafting I	450
<b>Group C</b>		
ETD 0600	Electrical Drafting	600
<b>Total Program Hours</b>		<b>1,200</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9 ; English: 9 ; Mathematics: 10

**ELECTRONIC DRAFTING (PSAV 5212)**

This program is designed to prepare the student for employment as an electronic drafter. Electronic drafters draw wiring diagrams, circuit board assembly diagrams, schematics and layout drawings used in the manufacture, installation and repair of electronic devices and components. The course content includes instruction in electronic codes and specifications; electronic drawings; an understanding of basic civil drawings and technical mathematics.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
ETD 0002	Blueprint Reading	150
<b>Group B</b>		
ETD 0073	Drafting I	450
<b>Group C</b>		
ETD 0614	Electronic Drafting	600
<b>Total Program Hours</b>		<b>1,200</b>

**COMPLETION REQUIREMENTS**

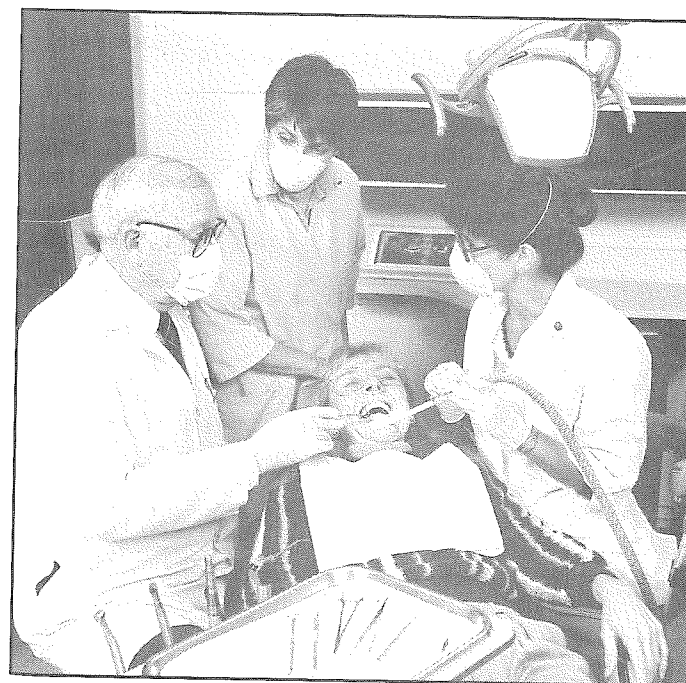
TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9 ; English: 9 ; Mathematics: 10

**REQUIRED COURSES**

COURSE #	TITLE	CREDIT HRS/CLOCK HRS
<b>TERM ONE (FALL TERM, FIRST EIGHT WEEKS)</b>		
DES 1020	Dental Anatomy *	3/0
DES 1200	Dental Radiology *	2/0
DES 1200L	Dental Radiology Lab *	1/0
DES 1600	Office Emergencies *	1/0
DES 1800	Introduction to Clinical Procedures *	3/0
DES 1800L	Introduction to Clinical Procedures Lab *	1/0
<b>Total</b>		<b>11/0</b>
<b>TERM TWO (FALL TERM, SECOND EIGHT WEEKS)</b>		
CGS 1060	PC Starter	1/0
DEA 0130	Related Dental Theory	0/1
DEA 0800	Clinical Practice I	0/1
DEA 0800L	Clinical Practice I Lab	0/2
DEA 0940L	Dental Practicum Lab	0/1
DES 1100	Dental Materials *	2/0
DES 1100L	Dental Materials Lab *	1/0
<b>Total</b>		<b>4/5</b>
<b>TERM THREE (SPRING)</b>		
DEA 0153	Dental Psychology and Communications	0/1
DEA 0801	Clinical Practice II	0/1
DEA 0801L	Clinical Practice II Lab	0/6
DES 0830C	Expanded Functions I	0/3
DES 1840	Preventive Dentistry *	2/0
DES 2502	Office Management *	1/0
<b>Total</b>		<b>3/11</b>
<b>TERM FOUR (SUMMER)</b>		
DEA 0850	Clinical Practice III	0/1
DEA 0850L	Clinical Practice III Lab	0/2
DES 0831C	Expanded Functions II	0/2
<b>Total</b>		<b>0/5</b>

\* This course articulates with the PBCC Dental Hygiene program.



**ELECTRONIC TECHNOLOGY (PSAV 5167)**

This program is designed to prepare the student for employment as an electrical or electronic technician. The course content includes direct current circuits (DC), alternating currents (AC) and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
EEV 0810C	Introduction to DC Circuits	100
EEV 0821C	Soldering Lab Practices	70
EEV 0851	Introduction to Engineering Math & Science	40
SLS 0380	Introduction to Business	40
<b>Group B</b>		
EEV 0811C	Advanced DC Circuits	120
EEV 0852	Math & Science	60
EEV 0812C	AC Circuits	100
EEV 0813C	Electronic Devices	90
EEV 0853	Advanced Math & Science	40
<b>Group C</b>		
EEV 0739C	Communication & Documentation	60
EEV 0815C	Logic Circuits	140
EEV 0816C	Microprocessor Fundamentals	180
EEV 0840C	Computer Language	60
EEV 0850	Digital Mathematics	30
<b>Group D</b>		
EEV 0814C	Analog Circuits	200
EEV 0855	Math & Science Verification	70
<b>Total Program Hours</b>		<b>1,400</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9 ; English: 9 ; Mathematics: 10

**EMERGENCY MEDICAL TECHNICIAN (EMT-B) (PSAV 5440)****LIMITED ACCESS**

This program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician-Basic. Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine. The standard length of this program is 250 clock hours.

**SPECIAL ADMISSIONS REQUIREMENTS**

Special admission requirements are associated with this program.

COURSE #	TITLE	CLOCK HOURS
EMS 0159	Emergency Medical Technician	250

**FIREFIGHTER (PSAV 5043)****LIMITED ACCESS**

The Firefighter program is a two-part course.

Part I (Firefighter I) covers several subjects including Orientation, Safety, Fire Behavior, Building Construction, Protective Clothing, SCBA, Portable Extinguishers, Ropes and Knots, Building Search and Victim Removal, Forcible Entry Tools, Construction and Techniques, Ground Ladders, Ventilation, Water Supply, Coupling, Loading and Rolling Hose, Laying, Carrying and Advancing Hose, Water Fire Streams, Class A, C, D, Vehicle and Wildland Fire Control, Sprinkler System Fundamentals, Salvage, Overhaul and Protecting Evidence of Fire Cause, Fire Department Communications, Equipment and Techniques, Fire Prevention and Public Fire Education. The course also includes First Responder Medical and Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Considerable classroom time is devoted to various subjects including Implementing the Incident Management System, Construction Materials and Building Collapse, Rescue and Extrication Tools, Vehicle Extrication and Special Rescue, Hydrant Flow and Operability, Hose Tools and Appliances, Foam Fire Systems, Ignitable Liquid and Gas Fire Control, Fire Detection, Alarm and Suppression Systems, Fire Cause and Origin, Radio Communications and Incident Reports, Pre-Incident Survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters. The standard program length for Firefighter I is 160 clock hours, The Firefighter II Program requires an additional 290 clock hours for a total of 450 clock hours.

**SPECIAL ADMISSIONS REQUIREMENTS**

Special admission requirements are associated with this program

COURSE #	TITLE	CLOCK HOURS
FFP 0005	Firefighter	450

**MASSAGE THERAPY (PSAV 5232)**

This program prepares the student for employment as a licensed massage therapist, all other service workers, or masseurs/masseuses. Courses will include lecture and hands on laboratory sessions. After completion of this program, students will be eligible to make an application to take the Florida DBPR Board of Massage Therapy licensure examination.

**SPECIAL ADMISSIONS REQUIREMENTS**

Applicants to this program must provide proof of a standard high school diploma or U.S. GED.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
HSC 0003	Health Care Concepts	90
MSS 0250	Massage Therapy I	TBA
MSS 0260	Massage Therapy II	TBA
<b>Total Program Hours</b>		<b>550</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 10 ; English: 10 ; Mathematics: 9

**MECHANICAL DRAFTING (PSAV 5210)**

This program is designed to prepare the student for employment as a mechanical drafter. Mechanical drafters prepare detail and assembly drawings of a wide variety of machinery and mechanical devices, indicating dimensions, fastening methods and other requirements. The course content includes instruction in safe and efficient work practices, reprographic machine operation, use of drafting tools and equipment, drafting skills, charts and graphs, computer-aided drawings and technical mathematics.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
ETD 0002	Blueprint Reading	150
<b>Group B</b>		
ETD 0073	Drafting I	450
<b>Group C</b>		
ETD 0074	Mechanical Drafting I	200
<b>Group D</b>		
ETD 0075	Mechanical Drafting II	600
<b>Group E</b>		
ETD 0320	CAD Drafting	500
<b>Total Program Hours</b>		<b>1,900</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9 ; English: 9 ; Mathematics: 10

**MEDICAL ASSISTING (PSAV)****LIMITED ACCESS**

This program is designed to prepare students for employment as medical assistants. Clinical/laboratory experiences are integrated into the program. Program completers are eligible to take the American Association of Medical Assistant's Certification Examination.

**SPECIAL ADMISSIONS REQUIREMENTS**

Special admission requirements are associated with this program.

The courses for this program are under development.

**MEDICAL CODER SPECIALIST (PSAV 5086)**

This program is designed to prepare the student for employment as a medical coder. Medical coders assign codes to each diagnosis and procedure documented in a patient's medical record. The program content includes medical terminology, medical office technology, health care delivery systems, health information services, coding skills and employability issues.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
HIM 0217	Health Information Management	60
HIM 0220	Medical Coding I	160
HIM 0270	Insurance Billing & Claims	45
HIM 0280	Fundamentals of Medical Coding	90
HIM 0281	Medical Coding II	180
HIM 0450	Basic Anatomy & Physiology	45
HIM 0650	Medical Office Technology	45
HIM 0811	Professional Development	30
HSC 0003	Health Care Concepts	90
HSC 0530	Introduction to Medical Terminology & Disease Processes	75
MTB 0372	Math for Health Professionals	45
OST 0080	Keyboarding	45
OST 0111	Word Processing for Health Professionals	45
OTA 0311	Applied English Usage	45
<b>Total Program Hours</b>		<b>1,000</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 11 ; English: 11 ; Mathematics: 9



**MEDICAL RECORD TRANSCRIBING (PSAV 5085)**

This program is designed to prepare the student for employment as a medical record transcriber. Medical record transcribers electronically transcribe physician dictation for a patient's medical history. The program content includes medical terminology, medical office technology, health care delivery systems, health information services, transcription skills and employability issues.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
HIM 0030	Fundamentals of Medical Transcription	90
HIM 0031	Medical Transcription I	240
HIM 0032	Medical Transcription II	240
HIM 0217	Health Information Management	60
HIM 0270	Insurance Billing & Claims	45
HIM 0284	Medical Coding	60
HIM 0450	Basic Anatomy & Physiology	45
HIM 0650	Medical Office Technology	45
HIM 0811	Professional Development	30
HSC 0003	Health Care Concepts	90
HSC 0530	Introduction to Medical Terminology & Disease Processes	75
MTB 0372	Math for Health Professionals	45
OST 0080	Keyboarding	45
OST 0111	Word Processing for Health Professionals	45
OTA 0311	Applied English Usage	45
<b>Total Program Hours</b>		<b>1,200</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 11 ; English: 11 ; Mathematics: 9

**MEDICAL SECRETARY (PSAV 5084)**

This program is designed to prepare the student for employment as a medical secretary. Program content includes the development of communication, critical thinking and decision-making skills; medical terminology; medical office procedures; medical document transcription; use of business software applications; job opportunity research and the production of an employment portfolio.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
OST 0105	Information/Processing	30
OST 0465	Office Operations I	75
OTA 0101	Keyboarding/Word Processing I	45
<b>Group B</b>		
CGS 0000	Microcomputer Fundamentals	45
OST 0104	Keyboarding/Word Processing II	30
OST 0466	Office Operations II	75
<b>Group C</b>		
OST 0401	Office Procedures I- Simulation	150
OTA 0451	Business Applications I	150

**Group D**

HIM 0284	Medical Coding	60
HIM 0270	Insurance Billing & Claims	45
HIM 0450	Basic Anatomy & Physiology	45
HIM 0650	Medical Office Technology	45
HIM 0811	Professional Development	30
HSC 0003	Health Care Concepts	90
HSC 0530	Introduction to Medical Terminology and Disease Processes	75
MEA 0270	Medical Office Procedures I	30
MEA 0271	Medical Office Procedures II	30
<b>Total Program Hours</b>		<b>1,050</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 10 ; English: 10 ; Mathematics: 10

**PATIENT CARE TECHNICIAN (PSAV 5233)****LIMITED ACCESS**

This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. Students will perform nursing skills in a clinical setting. The program focuses on broad, transferable skills and stresses understanding and demonstration of elements of the healthcare industry: planning, underlying principles of technology and community health, safety and environmental issues.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
HSC 0003	Health Care Concepts	90
HCP 0100	Nursing Assistant	75
<b>Group B</b>		
HCP 0300	Home Health Aide	50
<b>Group C</b>		
HCP 0620	Patient Care Assistant	75
<b>The following courses are under development:</b>		
<b>Group D</b>		
	Electrocardiography Aide	75
<b>Group E</b>		
	Phlebotomist	75
<b>Group F</b>		
	Allied Health Assistant	100
<b>Group G</b>		
	Patient Care Technician	60
<b>Total Program Hours</b>		<b>600</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 10 ; English: 10 ; Mathematics: 10

**PC SUPPORT SERVICES (PSAV 5520)**

This program is designed to prepare the student for employment as a software support help desk personnel or PC support specialist. Program content includes software applications and operating systems including the use of advanced software/system features and programs; electronic communication via the Internet; Web page components; computer networking and network administration; the interrelationships among major components of networks; hardware and software selection and installation; integration techniques to enhance projects; and preventative hardware maintenance.

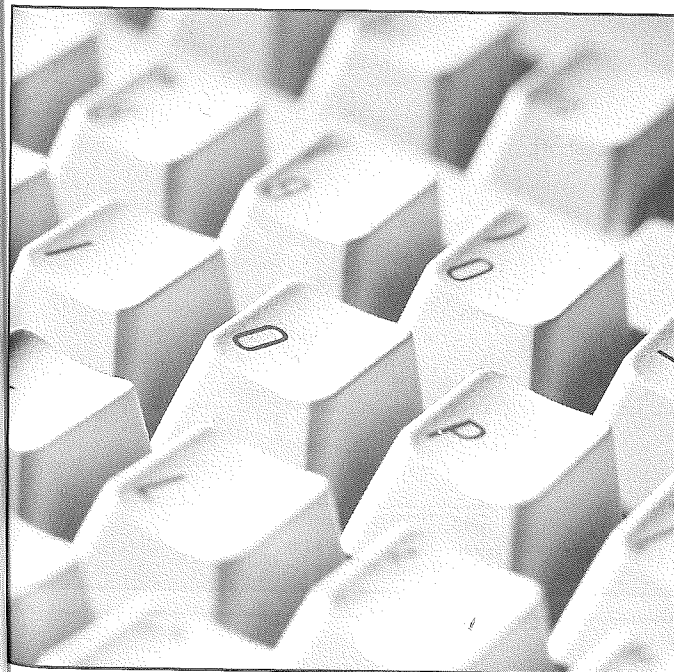
**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
OST 0105	Information Processing	30
OST 0465	Office Operations I	75
OTA 0101	Keyboarding/Word Processing I	45
<b>Group B</b>		
CGS 0000	Microcomputer Fundamentals	45
OST 0104	Keyboarding/Word Processing II	30
OST 0466	Office Operations II	75
<b>Group C</b>		
CGS 0100	Software Applications I	200
CGS 0260	Hardware/Network Concepts I	100
<b>Group D</b>		
CGS 0101	Software Applications II	200
CGS 0263	Hardware/Network Concepts II	100
<b>Total Program Hours</b>		<b>900</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9, English: 9, Mathematics: 9

**PRACTICAL NURSING (PSAV 5234)****LIMITED ACCESS**

This program is designed to prepare students for employment as licensed practical nurses. The program is approved by the Florida State Board of Nursing so the graduate may take the examination to practice as a licensed practical nurse. Clinical experiences are included as an integral part of this program.

**SPECIAL ADMISSIONS REQUIREMENTS**

Applicants to this program must provide proof of a standard high school diploma or U.S. GED. Other special admission requirements are associated with this program.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
HCP 0001	Health Science	78
HCP 0100	Nursing Assistant	75
<b>Group B</b>		
PRN 0001	Fundamentals of Nursing	100
PRN 0004	Introduction to Medical/Surgical Nursing Including Pediatrics	443
PRN 0010	Comprehensive Nursing and Transitional Skills	106
PRN 0020	Growth/Development and Nutrition	96
PRN 0022	Body Structure and Function	69
PRN 0030	Introduction to Drug Therapy	85
PRN 0100	Maternal and Newborn Health	116
PRN 0200	Medical Surgical Nursing Including Pediatrics	443
<b>Total Program Hours</b>		<b>1,350</b>

**PUBLIC SAFETY TELECOMMUNICATOR (DISPATCHER) (PSAV 5455)**

The purpose of this program is to prepare students for employment as police, fire and ambulance dispatchers. Content includes, but is not limited to, standard telecommunication operating procedures, relationship to field personnel, understanding of command levels and overview of emergency agencies.

**REQUIRED COURSES**

COURSE #	TITLE	CLOCK HOURS
CJD 0520	Public Safety Telecommunicator	208
<b>Total Program Hours</b>		<b>208</b>

**COMPLETION REQUIREMENTS**

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 10 ; English: 10 ; Mathematics: 10

## STRUCTURAL DRAFTING (PSAV 5209)

This program is designed to prepare the student for employment as a structural drafter. Structural drafters prepare drawings and topographical and relief maps used in major construction or civil engineering projects such as highways, bridges, pipelines, flood control projects and water and sewage systems. The course content includes instruction in blueprint reader, drafting assistant, cartographic drafter, civil drafter and structural drafter.

## REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
ETD 0002	Blueprint Reading	150
<b>Group B</b>		
ETD 0073	Drafting I	450
<b>Group C</b>		
ETD 0546	Cartographic Drafting	300
<b>Group D</b>		
ETD 0540	Civil Drafting	600
<b>Group E</b>		
ETD 0542	Structural Drafting	300
<b>Total Program Hours</b>		<b>1,800</b>

## COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): Students who do not achieve the minimum level of basic skills required for this program will not be awarded a vocational certificate.

Reading: 9.; English: 9 ; Mathematics: 10

## SURGICAL TECHNOLOGY (PSAV 5235)

## LIMITED ACCESS

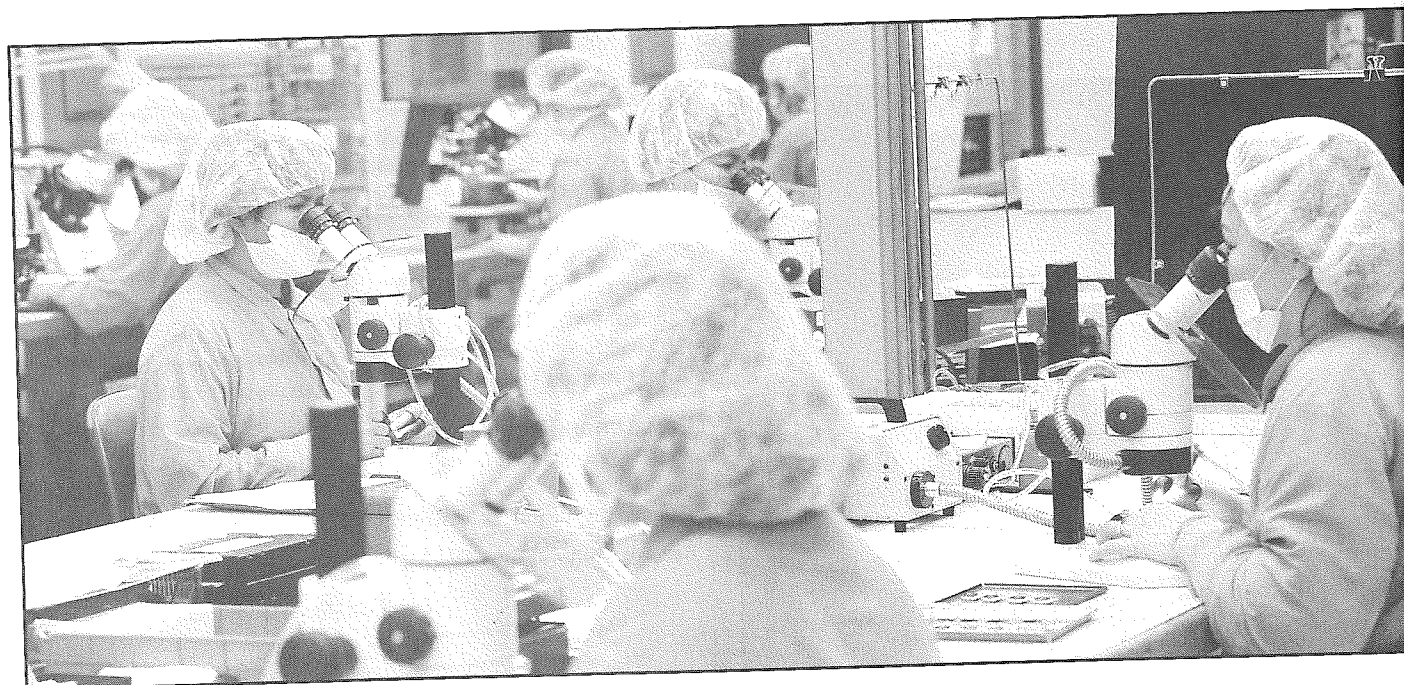
This program is designed to prepare students for employment as surgical technicians. In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Clinical learning experiences in an operating room and related areas are an integral part of this program. After successful completion of the program, students are eligible to take the Association of Surgical Technologists National Certification Examination.

## SPECIAL ADMISSIONS REQUIREMENTS

Special admissions requirements are associated with this program.

## REQUIRED COURSES

COURSE #	TITLE	CLOCK HOURS
<b>Group A</b>		
HCP 0001	Health Science	78
PRN 0022	Body Structure and Function	69
STS 0003	Introduction to Surgical Technology	70
STS 0804	Microbiology for the Surgical Patient	36
STS 0008	Patient Care/Pharmacology in Surgery	80
STS 0005	Aseptic Technique	206
STS 0151	Operating Room Supplies and Equipment	182
STS 0155	Surgical Procedures	579
<b>Total Program Hours</b>		<b>1,300</b>



## FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by seventeen participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

## GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined

lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

## THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## EXAMPLE OF COURSE IDENTIFIER

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, general	Freshman level at this institution	Entry-level general sociology	Survey course	Social problems	No lab component in this course



### AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

### EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practical, clinical experiences and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Florida Department of Education, Office of Postsecondary Education Coordination, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

### COURSE PREFIXES BY PROGRAM OR SUBJECT MATTER AREA

The following is a list of course prefixes, arranged by program or subject matter areas. Because some prefixes may apply to more than one program or subject matter area, there may be duplications. For current course offerings, consult the Palm Beach Community College Schedule of Classes, available through the Registrar's Office at your location.

Accounting	ACG, ACO, APA, TAX
Acting	TPP
Aeronautics/Aviation Science	ASC, ATF, ATT, AVM
Air Conditioning and Refrigeration	ACR
American History	AMH
American Literature	AML
Anatomy and Physiology	BSC
Anthropology	ANT
Architectural Design	ARC
Architectural Drafting	BCN, ETD, TAR
Art	ART
Art History	ARH
Astronomy	AST
Biological Sciences	BOT, BSC, MCB, OCE, PCB, ZOO
Bookkeeping	APA
Botany	BOT
Bricklayer	BCV
Building Construction	BCN, BCT, BCV, PMT
Business	BAN, GEB
Business Law	BUL
Carpentry	BCV
Chemistry	CHM
Child Care and Development	CHD, DEP
College Preparatory Courses	ENC, ESL, MAT, REA
Commercial Art	ART, GRA
Commercial Driving	CDO
Commercial Foods	HMV
Computers-Drafting	ETD
Computers-Engineering, PC Support, Programming and Technology	CEN, CET, CGS, CIS, COP
Computers-General Studies	CGS
Creative Writing	CRW
Criminal Justice	CCJ, CJD, CJT
Customer Service	MKO
Dance	DAA, DAN
Dental Assisting	DEA
Dental Hygiene	DEH, DES
Dietetics	DIE, FSS, HUN
Drafting and Design	EGS, ETD, ETG, ETI
Early Childhood Education	EEC
Ecology	APB
Economics	ECO, ECS
Education	EEC, EDF, EDG, EDP, EME
Electrical	CET, EST
Electronics Engineering and Technology	EET, EEV
Emergency Medical Services	EMS
Engineering Technology	EGS, ETD, ETI, ETM
English as a Second Language	EAP, ESL
English Language/Literature	AML, CRW, ENC, ENL, LIT
Environmental Horticulture	GCO, ORH, PLS, PMA, SOS
Film, Television and Video	
Production Technology	FIL, RTT, RTV
Finance	FIN
Fire Fighter and Fire Science	FFP
Food Science	FOS, FSS, HMV
Foreign Language/Field Studies	FOL
French Language	FRE

Geography	GEO
Geology	GLY
German Language	GER
Gerontology	GEY
Government	CPO, POS
Graphic Arts/Graphic Design	GRA
Health Education, Safety and Sciences	HSC
History	HIS
Hospitality	HFT
Human Services	HUS
Humanities	HUM
Interdisciplinary	IDH, IDS
Interior Design	IND
International Studies	INR
Iron Worker	PMT
Italian Language	ITA
Jewish/Judaic Studies	JST
Journalism	JOU
Legal Assistant	PLA
Library Science (Research)	LIS
Literature	AML, ENL, LIT
Management	MAN, MNA
Manufacturing, Robotic/Automated	ETI
Marketing	MAR, MKA
Mass Communications	MMC
Massage Therapy	MSS
Materials Engineering	ETM
Mathematics	MAC, MAP, MAT, MGF, MTB
Mechanical Drafting	ETD
Medical Coding and Transcription	HIM, MEA, MRE, MTS
Music-Applied	MBV, MVI, MVK, MVP, MVS, MVV, MVW
Music-General	MUC, MUE, MUH, MUL, MUN, MUS, MUT
Nursing	NUR
Nutrition	DIE, HUN
Occupational Therapy Assistant	OTH
Oceanography	OCE
Office Systems and Applications	OFT, OST, OTA
Paralegal	PLA
Paramedic	EMS
Patient Care Technician	HCP
Pest Management	IPM
Philosophy	PHI
Photography	PGY
Physical Education and Fitness	HLP, PEL, PEM, PEN, PEO, PEP, PET
Physical Science	AST, GLY, PSC
Physics	PHY
Pipefitter	MT
Plasterer	BCV
Plumbing	BCV
Political Science	POS
Practical Nursing	PRN
Professional Pilot Technology	ASC, ATF, ATT, AVM
Psychology	CLP, DEP, PSY, SOP
Public Relations	PUR
Public Safety Telecommunicator	CJD
Radiography	RTE
Reading (College Preparatory)	REA
Real Estate	REE
Religion	REL
Respiratory Care	RET
Secretarial	OST
Sheet Metal	PMT
Social Sciences	ISS, SYG, SSI
Social Work	SOW
Sociology	SYG

Spanish Language	SPN
Speech Communications	SPC
Statistics	STA
Student Life Skills	SLS
Study Tours	FOL
Surgical Technology	STS
Surveying, Land	SUR
Taxes	TAX
Television	RTV
Theater Arts	THE, TPA, TPP
Tile Setter	PMT
Vocational Preparatory Instruction	VPI
Water/Waste Water Management	EVS
Word Processing	OST
World History	WOH
Zoology	ZOO

### INTRODUCTION TO COURSE DESCRIPTIONS

The course descriptions for the *Palm Beach Community College 2000-2001 Catalog* are listed in alphabetical order by course prefix. The course descriptions contain the full title of the course, initials of the degree/certificate to which the course may be applied and the number of credits/clock hours earned upon successful completion of the course. This information is followed by the necessary prerequisites and corequisites for the course, a brief course description and a notation on special fees and campus location restrictions.

When considering these courses, associate in applied science, associate in science or certificate program students should refer to the program descriptions in Chapter 7 for suggested course completion order. Associate in arts students should remember that transferability of a course to a four-year institution may be based on completion of the degree. For more information on course transferability, contact a Palm Beach Community College academic advisor or an academic advisor at the targeted four-year school to receive information updates on degree requirements before enrolling in courses.

### ACG 2022 FINANCIAL ACCOUNTING (AA)

4 credits (4 lecture hours)  
Introduction to financial accounting concepts including the accounting cycle, internal control, balance sheet accounts, cash flow and characteristics of corporations. (This is the first course in an introductory series.)

### ACG 2071 MANAGERIAL ACCOUNTING (AA)

3 credits (3 lecture hours)  
Prerequisite: ACG 2022  
Introduction to managerial accounting concepts including financial statement analysis, accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis responsibility accounting, differential analysis and capital investment analysis. (This is the second course in an introductory series.)

### ACG 2100 INTERMEDIATE ACCOUNTING (AS)

3 credits (3 lecture hours)  
Prerequisite: ACG 2071  
Conceptual framework for financial accounting and reporting providing in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments. This course may not be transferable.

**ACG 2360 COST ACCOUNTING (AS)**

3 credits (3 lecture hours)

Prerequisite: ACG 2071

Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships. This course may not be transferable.

**ACG 2450 MICROCOMPUTER OPERATIONS ACCOUNTING (AS)**

3 credits (3 lecture hours)

Prerequisites: ACG 2071 and CGS 1510 or instructor permission required.

Overview of microcomputer accounting applications. A general accounting computer program is used to complete the accounting cycle for different types of businesses. Spreadsheet analyses are included, as well as 10-key calculator segment.

**ACO 0004 THE ACCOUNTING ENVIRONMENT (PSAV)**

100 clock hours

Prerequisites: ACO 0011, CGS 0000, OST 0104, OST 0466

This course continues the study of accounting and provides opportunities for practice of newly acquired accounting skills in an accounting office environment. Career skills for accountants, such as communication, teamwork and professional image, are emphasized.

**ACO 0005 THE ACCOUNTING ENVIRONMENT II (PSAV)**

100 clock hours

Prerequisites: ACO 0004, ACO 0011, ACO 0021, ACO 0105, CGS 0000, OST 0104, OST 0466

This course places the student in a simulated work environment. Students will examine the accounting environment through role-play and accounting practice sets. This course is final preparation for work in an accounting office environment.

**ACO 0011 BEGINNING BOOKKEEPING (PSAV)**

200 clock hours

Prerequisites: CGS 0000, OST 0104, OST 0466

This course offers an introduction to accounting. Emphasis will be on the complete accounting cycle covering analysis of transactions, journalizing, posting, petty cash, financial statements and adjusting and closing entries.

**ACO 0021 AUTOMATED BOOKKEEPING (PSAV)**

150 clock hours

Prerequisites: ACO 0004, ACO 0011, CGS 0000, OST 0104, OST 0466

This course continues the study of accounting introducing some new concepts. It also provides instruction in Quickbooks, a popular accounting computer package. These skills are essential in today's competitive job market.

**ACO 0105 ACCOUNTING COMMUNICATIONS (PSAV)**

50 clock hours

Prerequisites: ACO 0004, ACO 0011, ACO 0021, CGS 0000, OST 0104, OST 0466

This course examines communication and employability skills required for successful employment in today's accounting environment. Students will develop practical tools to assist in their employment search.

**ACO 0948 ACCOUNTING INTERNSHIP (PSAV)**

100 clock hours

Prerequisites: ACO 0004, ACO 0011, ACO 0021, ACO 0105, CGS 0000, OST 0104, OST 0466

This internship places the student in a work environment in an area business. Weekly meetings with the instructor will provide guidance.

**ACO 2661 ACCOUNTING INFORMATION SYSTEMS (PSAV)**

3 credits (3 lecture hours)

Prerequisite: ACG 2071

Introduction to the design and operation of accounting information systems emphasizing information theory, computers and behavioral concepts related to internal control and system analysis.

**ACR 0930 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (FIRST YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

**ACR 0931 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (FIRST YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0932 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (SECOND YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0933 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (SECOND YEAR-SUMMER)(PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0934 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (THIRD YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0935 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (THIRD YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0936 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (FOURTH YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0937 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (FOURTH YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0938 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (FIFTH YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0939 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP Co-OP (FIFTH YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the-job supervision. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**ACR 0940 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP I (PSAV)**

108 clock hours

Prerequisite: Acceptance into the Air Conditioning and Refrigeration Apprenticeship Program; Corequisite: ACR 0930  
Course provides OSHA, job safety, trade related mathematics and science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects.

**ACR 0941 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP II (PSAV)**

108 clock hours

Prerequisite: ACR 0940; Corequisite: ACR 0930.

Course continues first year. Related classroom and shop projects (Hands on). Basic refrigeration.

**ACR 0942 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP III (PSAV)**

108 clock hours

Prerequisite: ACR 0941, ACR 0931; Corequisite: ACR 0932

Course provides class related refrigeration, heating system, environmental protection agency, Section 608.

**ACR 0943 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP IV (PSAV)**

108 clock hours

Prerequisite: ACR 0942; Corequisite: ACR 0932

Course provides class related refrigeration, heating system, environmental protection agency, Section 608. Refrigeration controls.

**ACR 0944 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP V (PSAV)**

108 clock hours

Prerequisite: ACR 0943, ACR 0933; Corequisite: ACR 0934.

Course provides a guide to service work, dealing with human relationships and basic electricity Section 608 C.F.C. certification.

**ACR 0945 AIR CONDITIONING AND REFRIGERATION****APPRENTICESHIP VI (PSAV)**

108 clock hours

Prerequisite: ACR 0944; Corequisite: ACR 0934.

Course continues with basic electricity.



**ACR 0946 AIR CONDITIONING AND REFRIGERATION  
APPRENTICESHIP VII (PSAV)**

108 clock hours  
Prerequisite: ACR 0945, ACR 0935; Corequisite: ACR 0936  
Course provides basic refrigeration, air conditioning and heating systems. Section 608. Refrigeration controls.

**ACR 0947 AIR CONDITIONING AND REFRIGERATION  
APPRENTICESHIP VIII (PSAV)**

108 clock hours  
Prerequisite: ACR 0946; Corequisite: ACR 0936  
Course continues with refrigeration, air conditioning and heating system. Course covers different piping systems.

**ACR 0948 AIR CONDITIONING AND REFRIGERATION  
APPRENTICESHIP IX (PSAV)**

108 clock hours  
Prerequisite: ACR 0947, ACR 0937; Corequisite: ACR 0938.  
Course provides hydronic heating and cooling system instruction.

**ACR 0949 AIR CONDITIONING AND REFRIGERATION  
APPRENTICESHIP X (PSAV)**

108 clock hours  
Prerequisite: ACR 0948; Corequisite: ACR 0938.  
Course provides class job foreman and leadership. Equipment and building control system.

**AMH 2010 UNITED STATES HISTORY TO 1865 (AA)**

3 credits (3 lecture hours)  
Examines the extension of European culture into the Western Hemisphere, the growth and development of the 13 English colonies and intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Chapter 2-Admissions, Placement Test Scores Chart.) before enrolling in this General Education course. Gordon Rule and computer application required. Written work: 2,000 words. Requires a grade of "C" or better for AA degree credit. Distance section may be available.

**AMH 2020 UNITED STATES HISTORY FROM 1865 TO  
PRESENT (AA)**

3 credits (3 lecture hours)  
Continuation of AMH 2010, emphasizes the development of the United States into a world power and the internal, economic, social, political and cultural movements and forces. Written work: 2,000 words. Requires a grade of "C" or better for AA degree credit. Distance learning section may be available.

**AMH 2078 EXPLORATIONS IN COMMUNITY HISTORY (AA)**

3 credits (3 lecture hours)  
Prerequisites: ENC 1101, ENC 1102  
An introduction to the resources, techniques and methods of local and regional history, this course derives its focus from student research projects into local history. Both class and fieldwork experience are incorporated and student research and writing will be discussed and evaluated.

**AMH 2091 AFRICAN-AMERICAN HISTORY (AA)**

3 credits (3 lecture hours)  
This course presents a balanced view of the American past and present as each relates to race relations and democratic ideals and equips students with the ability to analyze the meaning of the African-American experience. It includes related concerns and relations of African-Americans, Indians, Hispanics and other ethnic minorities as they impact American life today.

**AML 2010 AMERICAN LITERATURE TO 1865 (AA)**

3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121  
Students in AML 2010 will study the literature of America from colonial times through the Civil War era. They will examine the literary works, ideas, authors, history and intellectual climate of early America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Written work: 3,000 words. Requires a grade of "C" or better for transfer.

**AML 2020 AMERICAN LITERATURE AFTER 1865 (AA)**

3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121  
Students in AML 2020 will study the literature of America from the Civil War through the modern era. They will examine the literary works, ideas, authors, history and intellectual climate of modern America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Written work: 3,000 words.

**ANT 2000 ANTHROPOLOGY (AA)**

3 credits (3 lecture hours)  
Survey of anthropology: human kind's remote origins, physical traits (physical anthropology), languages (linguistics) and antiquities (archaeology), as well as lifestyles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application are required. Requires a grade of "C" or better for transfer for AA degree credit.

**APA 1111 BOOKKEEPING I (AS)**

3 credits (3 lecture hours)  
Application of accounting concepts and procedures in sole proprietorship service and merchandising companies offering: (1) vocational preparation for jobs in accounting, (2) a practical background in accounting for other careers, such as clerical, secretarial, sales and managerial positions and (3) preparation and background for more advanced studies.

**APA 1121 BOOKKEEPING II (AS)**

3 credits (3 lecture hours)  
Prerequisite: APA 1111  
Application of accounting concepts and procedures in partnerships, corporations and manufacturing accounting in preparation for a position as a full-charge bookkeeper. The course will include valuation of receivables, inventories and equipment as well as the analysis and interpretation of financial statement and the statement of cash flows.

**APA 2172 COMPUTERIZED BOOKKEEPING (AS)**

4 credits (4 lecture hours)  
Prerequisites: APA 1111, APA 1121  
An overview of computerized bookkeeping applications software. Windows, spreadsheet software and a payroll program will be used to familiarize the students with the basic support tools available to a full-charge bookkeeper.

**ARC 1301C ARCHITECTURAL DESIGN I (AA)**

3 credits (1 lecture hour, 4 lab hours)  
Corequisite: ARC 1701  
The first of a required four-term design studio sequence, this course introduces students to the design of space as the analysis, formation and articulation of habitable volumes. Lake Worth only.

**ARC 1302C ARCHITECTURAL DESIGN II (AA)**

3 credits (1 lecture hour, 4 lab hours)  
Prerequisite: ARC 1301C, ARC 1701; Corequisite: ARC 2212  
The second in a four-studio sequence, continuing investigation and development of space-shaping language and its inherent structure and process of application. Skills learned in ARC 1301C are engaged in both analysis and design processes. Concrete linkages to ARC 1701 (History of Architecture course) are developed through the requirement that materials introduced in lectures be further investigated through spatial analysis. Lake Worth only.

**ARC 1701 HISTORY OF ARCHITECTURE (AA)**

3 credits (3 lecture hours)  
A general survey of social, political and cultural factors which have generated architecture from prehistoric times through the 18th century. Lake Worth only.

**ARC 2212 THEORY OF ARCHITECTURE (AA)**

3 credits (3 lecture hours)  
Prerequisite: ARC 1301C.  
The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values. Lake Worth only.

**ARC 2303C ARCHITECTURAL DESIGN III (AA)**

3 credits (1 lecture hour, 4 lab hours)  
Prerequisites: ARC 1302C, ARC 2212; Corequisite: ARC 2461  
The third of eight required courses, developing the analytical and generative processes applied to spatial precedents begun in ARC 1302C. Architectural space as it is sited both in history and landscape is the primary focus of the studio, requiring concrete linkages which parallel the Architectural Theory course. Lake Worth only.

**ARC 2304C ARCHITECTURAL DESIGN IV (AA)**

3 credits (1 lecture hour, 4 lab hours)  
Prerequisite: ARC 2303C, ARC 2461  
The fourth required design course in a four-course sequence is intended to summarize and engage the various foundational skills, abilities and understandings from the previous three design courses. Integration and utilization of the information from the architecture courses will be engaged. Lake Worth only.

**ARC 2461 MATERIALS AND METHODS OF CONSTRUCTION I (AA)**

3 credits (3 lecture hours)  
Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications and code requirements is stressed. Lab exercises include photographs of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included. Lake Worth only.

**ARC 2501 STRUCTURES (AA)**

3 credits (3 lecture hours)  
Prerequisite: MAC 2233.  
Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions. Lake Worth only.

**ARH 1000 ART APPRECIATION (AA)**

3 credits (3 lecture hours)  
Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Written work: 2,000 words minimum. Requires a grade of "C" or better for transfer for AA degree credit.

**ARH 2050 HISTORY OF ART (EARLY) (AA)**

3 credits (3 lecture hours)  
A study of works of art from prehistoric world through the Renaissance including painting, sculpture and architecture. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Written work: 2,000 words minimum. Requires a grade of "C" or better for AA degree credit.

**ARH 2051 HISTORY OF ART (MODERN) (AA)**

3 credits (3 lecture hours)  
A study of works of art from post Renaissance through modern including painting, sculpture and architecture. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Written work: 2,000 words minimum. Requires a grade of "C" or better for AA degree credit.

**ART 1100C INTRODUCTION TO CRAFTS (AA)**

3 credits (2 lecture hours, 2 lab hours)

A survey of arts and crafts pertaining to recreational leadership, mental health programs, occupational therapy and educational programs. Power and hand tools will be used to create projects in clay, wood, paper, fibers and metal. Studio fee required. Not offered at Belle Glade.

**ART 1101C CRAFTS (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 1100C

In-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. Studio fee required. Not offered at Belle Glade.

**ART 1110C INTRODUCTION TO CERAMICS (AA)**

3 credits (2 lecture hours, 2 lab hours)

Introduces basic methods of ceramic production in hand building, wheel throwing and glaze application. May be repeated one time for credit. Studio fee required. Not offered at Belle Glade.

**ART 1111C INTERMEDIATE CERAMICS (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 1110C

Continuation of ART 1110C Kiln stacking, firing and glaze formulation. May be repeated one time. Studio fee required. Not offered at Belle Glade.

**ART 1201C DESIGN FUNDAMENTALS (AA)**

3 credits (2 lecture hours, 2 lab hours)

A basic course in visual principles and elements of design emphasizing the vocabulary of art and technical skill in handling art tools for two-dimensional visual creations. Studio fee required. Supply purchase required. Not offered at Belle Glade.

**ART 1202C COLOR DESIGN (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C and ART 1300C

A transferable studio course which continues the visual elements and principles of composition with emphasis on color theory and the use of color and light in design. Studio fee required. Supply purchase required. Not offered at Belle Glade.

**ART 1203C THREE-DIMENSIONAL DESIGN (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C and ART 1300C

An introductory course in three-dimensional visual experiences with emphasis on observing reality using the principles of design. Technical skills utilize sculptural media. Studio fee required. Supply purchase required. Not offered at Belle Glade.

**ART 1230C ADVERTISING DESIGN I (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C and ART 1300C

An introduction to graphic design using the visual elements and principles of design, knowledge of tools and layout procedures. Studio fee required. Supply purchase required. Not offered at Belle Glade.

**ART 1300C DRAWING FUNDAMENTALS (AA)**

3 credits (2 lecture hours, 2 lab hours)

An introductory course in drawing using three-dimensional design principles. Emphasis is on vision and the two-dimensional surface. Technical skills are developed through various graphic media. The use and purpose of illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. Studio fee required. Supply purchase required. Not offered at Belle Glade.

**ART 1301C INTERMEDIATE DRAWING (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1300C

An introductory course in figure drawing, in which the student studies skeletal drawing and the muscular composition of the human form. Drawings exhibit the design concepts learned in ART 1300C. Students develop a sensitivity to the page and ability to employ the use of negative space. Studio fee required. Supply purchase required. Not offered at Belle Glade.

**ART 1949C Co-OP ASSIGNMENT IN ART I (AA)**

3 credits (1 lecture hour, 10 hours co-op)

Co-op Assignment in Art is a coordinated work-study program that reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience in the student's chosen career. The student and teacher-coordinator determine the objectives for the on-the-job art assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor according to those objectives.

**ART 2150C JEWELRY DESIGN I (AA)**

3 credits (2 lecture hours, 2 lab hours)

An introductory course to jewelry making in which cutting, sawing, soldering, stone setting and centrifugal casting are taught. Students will learn to use specific jewelry making tools and equipment. Studio fees required.

**ART 2231C ADVERTISING DESIGN II (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 1230C, GRA 2800C or instructor permission required.

The second in a series of courses to prepare the student for advanced studies in advertising design. This course covers production procedures from rough layout to finished art. The student will use various computer software programs to assist them in completing the design projects as assigned. The student should have experience in using the Macintosh computer before enrolling in the course. Lake Worth only.

**ART 2232C ADVERTISING DESIGN III (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 2231C and GRA 2800C

Visualization and presentation of layout and design with emphasis on designing visual advertising programs for companies. Speed and proficiency are goals and the production becomes the basis for an artistic portfolio. Lake Worth only. Supply purchase required. Studio fee required.

**ART 2400C INTRODUCTION TO PRINTMAKING (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C and ART 1300C

An introduction to printmaking techniques, including etching, silkscreen, intaglio and relief painting. Plexiglass is used in addition to traditional metal plate printing. Lake Worth only. Supply purchase required. Studio fee required.

**ART 2401C PRINTMAKING (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 2400C

Students utilize the skills begun in ART 2400C to continue developing design experiences. Printmaking with emphasis on image-making related to printing processes. Consistency in the control of edition publication is stressed while continuing experimentation with design in original thinking. Lake Worth only. Supply purchase required. Studio fee required. May be repeated twice for credit.

**ART 2510C INTRODUCTION TO PAINTING (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C, ART 1300C

A beginning college course in painting allows experimentation in oils, acrylics and watercolors. Projects are designed to provide experience in mixing colors, selection and application to surfaces of various types. Exercises are assigned which expand the thinking of the student as relates to the possibilities of creativity through the paint media. Supply purchase required. Studio fee required.

**ART 2520C PAINTING COMPOSITION (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 2510C

Continuation of ART 2510C with further investigation of expression and composition through technical procedures. Students develop ideas and continue experimentation with painting. Change in the scale of the student paintings is suggested, along with the variety of techniques that may be explored. Supply purchase required. Studio fee required. This course may be repeated twice for credit.

**ART 2521C FIGURE PAINTING (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ART 1301C, ART 2510C or instructor permission required.

Use of the human figure as a subject for painting. The course includes development of a representation of the figure, creation of a design using a relatively flat picture plane, abstraction of the figure and creation of a work more dependent on ideas than on illusions of space. Supply purchase required. Studio fee required.

**ART 2701C SCULPTURE (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1203C or instructor permission required.

An introductory course in sculpture to develop aesthetic expression through exploration of additive and subtractive procedures in three-dimensional media. Mold-making and casting are included. Lake Worth only.

**ART 2710C STONE CARVING (AA)**

2 credits (1 lecture hour, 3 hours lab)

Prerequisites: ART 2701C or instructor permission required.

This is an intermediate course in sculpture with an emphasis on stone carving. This course includes evaluation of stone for potential use of points and chisels to rough out an image, using tools to develop the surface, polishing and mounting. Both hand tools and automatic tools are used. Lake Worth only.

**ASC 1101 AERO-NAVIGATION (AS)**

3 credits (3 lecture hours)

Prerequisite: ATT 1100

Introduction to navigation including piloting, dead reckoning, radio and celestial and use of serial charts, plotters and navigational procedures are provided.

**ASC 1210 AERO-METEOROLOGY (AS)**

3 credits (3 lecture hours)

Weather, its hazards and available FAA services for pilots.

**ASC 1310 AERO-SAFETY AND REGULATIONS (AS)**

2 credits (2 lecture hours)

In-depth study of federal aviation regulations and procedures required through the ATP rating. A portion of the time will be spent analyzing aircraft performances related to regulations and safe operating procedures.

**ASC 1640 PROPULSION SYSTEMS (AS)**

3 credits (3 lecture hours)

Theory of engines, engine construction and engine operating procedures. Performance and safe engine operation are emphasized.

**ASC 2550 AERODYNAMICS (AS)**

3 credits (3 lecture hours)

Prerequisite: ATT 1100

Study of physical flight principles including airflow, airfoils and the production of lift and drag as applied to airplane performance, stability and control. Special attention is given to high-speed and hovering flight.

**AST 1002 DESCRIPTIVE ASTRONOMY (AA)**

3 credits (3 lecture hours)

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae and galactic structure. Lectures, discussion and observations. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**AST 1003 PLANETARY ASTRONOMY (AA)**

3 credits (3 lecture hours)

Primarily conceptual study of the solar system, including the motions and properties of the Earth, sun, moon and planets, formation of the solar systems and discoveries from recent space missions. Course includes an observational component utilizing small telescopes and computer controlled cameras. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**AST 1004 STELLAR AND GALACTIC ASTRONOMY (AA)**

3 credits (3 lecture hours)

Primarily conceptual study of our sun, other stars, galaxies and the universe, including their formation, evolution and ultimate fate, as well as discoveries from recent space missions. Course includes an observational component utilizing small telescopes and computer-controlled cameras. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.



**ATF 1100 FLIGHT-PRIVATE (AS)**

3 credits

FAA Private Pilot's License requires a minimum of 40 hours flight time of which at least 10 must be solo flight. This course provides 53 hours of flight time including 3 hours for FAA check ride. Examinations in both flight and ground subjects are given by the FAA.

**ATF 1600 BASIC FLIGHT SIMULATOR (AS)**

1 credit

Fifteen class hours are required for FAA credit consisting of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques.

**ATF 2200 FLIGHT-COMMERCIAL (AS)**

3 credits

FAA Commercial Pilot's license requires 250 hours of flight time, of which 50 hours can be completed in a FAA-approved flight simulated training device. This course includes 23 hours of flight time, of which 10 hours are in a complex aircraft, 20 hours are dual instruction; also includes 3 solo hours for FAA check ride. Some flight hours may be saved by attending a FAA-approved ground and flight school. The FAA gives examinations in both flight and ground subjects.

**ATF 2250 ADVANCED FLIGHT LAB (AS)**

1 credit

Prerequisite: ATF 1150

This course provides students the flight time necessary to qualify them to apply for the commercial rating. Forty-five (45) hours of flight time are required with specific cross-country, pilot in command instrument flight and night flying required. Students having adequate flight time logged may apply for credit through experiential learning.

**ATF 2300 FLIGHT-INSTRUMENT (AS)**

3 credits

For an instrument rating, the FAA requires 15 hours of instrument instruction and 40 hours of pilot instrument time with appropriate ground school. FAA flight and ground examinations must be passed. Course includes 38 hours of flight time. Course provides 35 hours of dual flight instruction and 3 hours solo aircraft time for the FAA check ride.

**ATF 2400 MULTI-ENGINE FLIGHT (AS)**

1 credit

Prerequisites: ATT 1100, ATF 1100, ATT 2110; Corequisite: ATT 2110  
This course is designed to allow either a private or commercial pilot to add an airplane multi-engine land class rating to an existing pilot certificate. This course includes 13 hours of dual instruction and 2 hours for the FAA check ride.

**ATF 2500 CERTIFIED FLIGHT INSTRUCTOR (AS)**

1 credit

Prerequisites: ATF 1100, ATT 1100, ATT 2120, ATF 2300, ATT 2110, ATF 2200 or Commercial Pilots License and equivalent experience and ATT 2310; Corequisite: ATT 2310

This course provides the flight instruction required to obtain the flight instructor certificate. This course includes 20 hours dual airplane instruction and 4 hours for the FAA check ride.

**ATF 2605 INTERMEDIATE FLIGHT SIMULATOR (AS)**

1 credit

Prerequisite: ATF 1600 or instructor/chairman approval.

Fifteen (15) class hours are required for FAA credit; continuation of skill-developed simulator flight with emphasis on introduction to navigation systems and problems.

**ATF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR (AS)**

1 credit

Prerequisite: ATF 1600 and ATF 2605 or instructor/chairman approval. Twenty (20) class hours are required for FAA credit. Advanced simulator laboratory designed to develop proficiency in cross-country IFR and approach IFR flight. Twenty (20) hours is creditable toward FAA instrument instruction flight time requirements.

**ATF 2691 A-E INSTRUMENT REFRESHER SIMULATOR LABORATORY (AS)**

1 credit

Modular course covering simulator instruction for pilots on an individual basis: consists of three-hour simulator modules to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Requires instructor approval and is offered on demand. Completion of five modules earns one semester hour credit.

**ATT 1100 PRIVATE PILOT GROUND SCHOOLS (AS)**

3 credits (3 lecture hours)

Theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the FAA private pilot Written Examination.

**ATT 2110 COMMERCIAL PILOT GROUND SCHOOL (AS)**

3 credits (3 lecture hours)

Prerequisite: ATT 1100

This course includes basic aerodynamics, advanced airplane performance, airplane systems and powerplants, aviation weather, FARS, navigation, flight operations, aeromedical factors, aeronautical decision making, cockpit resource management and multi-engine airplane operation. It prepares the student for the FAA Commercial Pilot Written Examination and the multi-engine airplane rating.

**ATT 2120 INSTRUMENT GROUND SCHOOLS (AS)**

3 credits (3 lecture hours)

Prerequisite: ATT 1100

Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Preparation for FAA instrument examination.

**ATT 2131 FLIGHT INSTRUCTOR GROUND SCHOOL (AS)**

1 credit (1 lecture hour)

Prerequisite: ATT 1100, ATF 1100, ATT 2120, ATF 2300, ATT 2110 and ATF 2200

This course introduces the student to fundamentals of flight instruction. It includes information on the learning process, effective teaching methods, critique and evaluation, lesson plans and psychological behavior. The course prepares the student for the FAA Fundamentals of Instructing Written Test and the Flight Instructor Airplane Written Examination.

**AVM 2010 AEROSPACE AND AIR TRAVEL (AS)**

3 credits (3 lecture hours)

Prerequisite: ATT 1100 or approval of instructor

Study of passenger movement, air freight and airline operations, including financing, personnel, training, procurement of equipment, public relations and other problems related to air carriers and contractors.

**BAN 1211 STATEMENT ANALYSIS (AS)**

3 credits (3 lecture hours)

Basic concepts and skills of statement analysis.

**BAN 2213 ANALYZING FINANCIAL STATEMENTS (AS)**

3 credits (3 lecture hours)

Explains basic elements of financial statements and the tools of analysis. Requires no accounting or credit training. Case studies, exercises and sample statements are utilized.

**BAN 2231 COMMERCIAL LENDING (AS)**

3 credits (3 lecture hours)

Overview of the commercial lending function targeted to management trainees and junior management and is divided into four sections: commercial lending, the lending process, portfolio management and regulation and business development.

**BAN 2412 FINANCIAL PLANNING (AS)**

3 credits (3 lecture hours)

Overview of the financial planning process and its applications and prepares students for financial decisions at home and work.

**BCN 1210 BUILDING CONSTRUCTION MATERIALS (AS)**

3 credits (3 lecture hours)

Corequisite: BCN 2253C

Covers sources, properties and uses of construction materials.

**BCN 1272 PLANS INTERPRETATION (AS)**

3 credits (3 lecture hours)

Develops ability to read and interpret working drawings and specifications used in the construction industry.

**BCN 2220 CONSTRUCTION MATERIALS AND METHODS (AS)**

3 credits (3 lecture hours)

Construction methods are analyzed and classified. Developments in new materials and systems are discussed with emphasis on applications and future trends in South Florida. Some construction experience preferred.

**BCN 2253C ARCHITECTURAL DRAFTING (AS)**

3 credits (1 lecture hour, 5 lab hours)

Prerequisite: ETD 1110C or equivalent; Corequisite: BCN 1210

Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects.

**BCN 2941 BUILDING CONSTRUCTION EXPERIENCE (AS)**

4 credits (4 lecture hours)

Credit will be given those documenting four years experience toward journeyman-level tradesmanship.

**BCT 1600 ADVANCED CONSTRUCTION ESTIMATING (AS)**

3 credits (3 lecture hours)

Analysis and determination of building construction costs beginning with classification of materials, labor and subcontracted work into the smallest manageable units; estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings; and including indirect and overhead costs, the preparation of bid proposals and related documents.

**BCT 1743 CONSTRUCTION LAW (AS)**

3 credits (3 lecture hours)

Legal aspects of construction contracts and the responsibilities arising from field operations including relationship of general contractor to owner, architect and subcontractor, material, men and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors.

**BCT 1750 CONSTRUCTION FINANCE (AS)**

3 credits (3 lecture hours)

Building construction financing and related contract requirements includes construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans and insurance.

**BCT 2705 CONSTRUCTION SUPERVISION PROCEDURE (AS)**

3 credits (3 lecture hours)

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel and technical and professional individuals includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership and incentive.

**BCV 0800 PAINTER APPRENTICESHIP I (PSAV)**

78 clock hours

Prerequisite: Acceptance into the Painter Apprenticeship Program;

Corequisite: BCV 0830

Course provides general jobsite safety, emergency procedures including first aid and CPR, ergonomics, math and trade terminology review, labor history.

**BCV 0801 PAINTER APPRENTICESHIP II (PSAV)**

126 clock hours

Prerequisite: BCV 0800; Corequisite: BCV 0830

Course continues with trade tools, identify, use and care. Introduction to respiratory protection and a pulmonary function test and employability skills.

**BCV 0802 PAINTER APPRENTICESHIP III (PSAV)**

78 clock hours

Prerequisite: BCV 0801, BCV 0831; Corequisite: BCV 0832

Course provides identification and use of materials of the trade. Introduction to color mixing and matching and relationship to decorating.

**BCV 0803 PAINTER APPRENTICESHIP IV (PSAV)**

126 clock hours

Prerequisite: BCV 0802; Corequisite: BCV 0832

Course provides identification and use of ladders and scaffolding. Introduction to decorative applications.

**BCV 0804 PAINTER APPRENTICESHIP V (PSAV)**

78 clock hours

Prerequisite: BCV 0803, BCV 0833; Corequisite: BCV 0834

Course covers surface preparation and coating applications.

**BCV 0805 PAINTER APPRENTICESHIP VI (PSAV)**

126 clock hours

Prerequisite: BCV 0804; Corequisite: BCV 0834

Course covers surface preparation and coating applications and blueprint reading.

**BCV 0806 PAINTER APPRENTICESHIP VII (PSAV)**

78 clock hours

Prerequisite: BCV 0806, BCV 0835; Corequisite: BCV 0836

Course covers wallcovering application.

**BCV 0807 PAINTER APPRENTICESHIP VIII (PSAV)**

126 clock hours

Prerequisite: BCV 0806; Corequisite: BCV 0836

Course covers advanced decorative applications, drywall operations and entrepreneurship.

**BCV 0811 CARPENTRY APPRENTICESHIP I (PSAV)**

90 clock hours

Prerequisite: Acceptance into the Carpentry Apprenticeship program; Corequisite: BCV 0966

Demonstrate basic knowledge of the construction industry, including shop, occupational and employability skills, characteristics of lumber, proper handling and storage of materials, basic mathematics and science skills for carpentry. Utilize hand and power tools, read blueprints, set up and use a transit and builder's level, perform site preparation, form construction and layout activities. Demonstrate knowledge of structural shoring.

**BCV 0812 CARPENTRY APPRENTICESHIP II (PSAV)**

90 clock hours

Prerequisite: BCV 0811; Corequisite: BCV 0966

Read, understand and interpret C.F.R. 1926 Subpart L (scaffold regulations). Scaffold qualification, basic mathematics for carpentry, communication skills, basic science and employability skills. Tie knots and explain basic rigging equipment. Solve basic math problems. First aid/CPR.

**BCV 0813 CARPENTRY APPRENTICESHIP III (PSAV)**

90 clock hours

Prerequisite: BCV 0812, BCV 0967; Corequisite: BCV 0968

All aspects of commercial, residential and industrial wood framing.

**BCV 0814 CARPENTRY APPRENTICESHIP IV (PSAV)**

90 clock hours

Prerequisite: BCV 0813; Corequisite: BCV 0968

Demonstrate knowledge in structural metal stud construction.

**BCV 0815 CARPENTRY APPRENTICESHIP V (PSAV)**

90 clock hours

Prerequisite: BCV 0814, BCV 0969; Corequisite: BCV 0970

Interior systems, metal studs, drywall hanging and finishing, acoustical ceilings and computer floors.

**BCV 0816 CARPENTRY APPRENTICESHIP VI (PSAV)**

90 clock hours

Prerequisite: BCV 0815; Corequisite: BCV 0970

Door hanging and adjusting, finished hardware installation, interior and exterior wood and concrete stairs.

**BCV 0817 CARPENTRY APPRENTICESHIP VII (PSAV)**

90 clock hours

Prerequisite: BCV 0816, BCV 0971; Corequisite: BCV 0972

Blueprint reading estimating. Advanced molding installation in difficult situations.

**BCV 0818 CARPENTRY APPRENTICESHIP VIII (PSAV)**

90 clock hours

Prerequisite: BCV 0817; Corequisite: BCV 0972

Machine woodworking and cabinetry.

**BCV 0820 TILE SETTER APPRENTICESHIP I (PSAV)**

78 clock hours

Prerequisite: Acceptance into the Tile Setter Apprenticeship program;

Corequisite: BCV 0982

This course provides an introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use care and effective safe handling of tools and apparatus commonly used in tile setting.

**BCV 0821 TILE SETTER APPRENTICESHIP II (PSAV)**

126 clock hours

Prerequisite: BCV 0820; Corequisite: BCV 0982

This course is a continuation of the first semester course and provides instruction in proper tile setting materials, as well as the safe handling of additional tools and apparatus commonly used in tile setting.

**BCV 0822 TILE SETTER APPRENTICESHIP III (PSAV)**

78 clock hours

Prerequisite: BCV 0821, BCV 0983; Corequisite: BCV 0984

This course is a mid-level training course for students who are in their second year of tile setting apprenticeship. It provides continued development in the application of tile setting on walls, as well as the appropriate use of measurement and levels.

**BCV 0823 TILE SETTER APPRENTICESHIP IV (PSAV)**

126 clock hours

Prerequisite: BCV 0822; Corequisite: BCV 0984

This course is a mid-level training course for students who are in their second year, second semester of tile setting apprenticeship. It introduces the students to building a curb and floating a shower floor, setting tile with glue or mastic, grouting tile of different widths, laying out and setting large tile with accuracy and cleaning of tile with solutions. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

**BCV 0824 TILE SETTER APPRENTICESHIP V (PSAV)**

78 clock hours

Prerequisite: BCV 0823, BCV 0985; Corequisite: BCV 0986

This course is an advanced training course for students who are in their third year of tile setting apprenticeship. It provides advanced skill development in tile setting, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

**BCV 0825 TILE SETTER APPRENTICESHIP VI (PSAV)**

126 clock hours

Prerequisite: BCV 0824; Corequisite: BCV 0986

This course is for advanced tile setting apprentices who are in their third year, second semester. It provides advanced skill development in tile setting including cutting and installing marble on walls and floors, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman tile setter.

**BCV 0842 BRICKLAYER APPRENTICESHIP I (PSAV)**

78 clock hours

Prerequisite: Acceptance into the Bricklayer Apprenticeship program;

Corequisite: BCV 0960

This course provides in introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use, care and effective safe handling of tools and apparatus commonly used in bricklaying.

**BCV 0843 BRICKLAYER APPRENTICESHIP II (PSAV)**

126 clock hours

Prerequisite: BCV 0842; Corequisite: BCV 0960

This course is a continuation of the first semester course and provides instruction in the mix and use of mortar with application to brick; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in bricklaying.

**BCV 0844 BRICKLAYER APPRENTICESHIP III (PSAV)**

78 clock hours

Prerequisite: BCV 0843, BCV 0961; Corequisite: BCV 0962

This course is a mid-level training course for students who are in their second year of bricklaying apprenticeship. It provides continued development in bricklaying, as well as the appropriate use of masonry tools, measurement and levels and the proper mix and use of bonds.

**BCV 0845 BRICKLAYER APPRENTICESHIP IV (PSAV)**

126 clock hours

Prerequisite: BCV 0844; Corequisite: BCV 0962

This course is a mid-level training course for students who are in their second year, second semester of bricklaying apprenticeship. It introduces the students to bricklaying on reinforced walls, cavity walls with wall ties, as well as the cutting and laying of a bonded flat arch. Continued development will be provided in the appropriate methods of measurement and levels.

**BCV 0846 BRICKLAYER APPRENTICESHIP V (PSAV)**

78 clock hours

Prerequisite: BCV 0845, BCV 0963; Corequisite: BCV 0964

This course is an advanced training course for students who are in their third year of bricklaying apprenticeship. It provides advanced skill development in bricklaying, as well as blueprint reading and construction site building lines. Instruction in first aid will be provided.

**BCV 0847 BRICKLAYER APPRENTICESHIP VI (PSAV)**

126 clock hours

Prerequisite: BCV 0846; Corequisite: BCV 0964

This course is for advanced bricklaying apprentices who are in their third year, second semester. It provides advanced skill development in bricklaying, including building chimneys, fireplaces, arches, groins and columns, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman bricklayer.

**BCV 0850P PLUMBER'S APPRENTICESHIP I (FIRST YEAR-TERM A) (PSAV)**

72 clock hours

Prerequisite: Acceptance into the Plumber's Apprenticeship program;

Corequisite: BCV 0940PR

Term A covers the essentials of law and careers related to plumbing, tools, pipes and fittings used in plumbing installation, safety and hazardous materials training and review of basic mathematics and sciences applied to the plumber's trade.

**BCV 0852P PLUMBER'S APPRENTICESHIP II (FIRST YEAR-TERM B) (PSAV)**

72 clock hours

Prerequisite: BCV 0850P; Corequisite: BCV 0941PR

Continues first year of apprenticeship program with an overview of installation practices of plumbing fixtures, faucets and valves. First aid, occupational safety and health and blueprint reading and sketching.

**BCV 0853P PLUMBER'S APPRENTICESHIP III (SECOND YEAR-TERM A)(PSAV)**

72 clock hours

Prerequisite: BCV 0852P; Corequisite: BCV 0942PR

Begins second year of program. Classroom instruction continues plumbing installation techniques including water pipes, distribution systems, water heaters, sewage and drainage fixtures. Applied mathematics continues to build on concepts covered in the first-year courses.

**BCV 0854P PLUMBER'S APPRENTICESHIP IV (PSAV)**

72 clock hours

Prerequisite: BCV 0853P; Corequisite: BCV 0943PR

Continues the second year of the program. Welding techniques and safety are continued from the previous course including soldering, brazing and cutting, metal-arc and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed.

**BCV 0855P PLUMBER'S APPRENTICESHIP V (PSAV)**

72 clock hours

Prerequisite: BCV 0854P; Corequisite: BCV 0944PR

Begins the third year of the program. Introduces residential and commercial installation of plumbing fixtures and appliances, more on mathematical concepts commonly used by plumbers and emphasis on gas codes for installation, inspection and testing.

**BCV 0856P PLUMBER'S APPRENTICESHIP VI (THIRD YEAR-TERM B) (PSAV)**

72 clock hours

Prerequisite: BCV 0855P; Corequisite: BCV 0945PR

Covers further topics in applied mathematics including calculations of tank capacities, volume and weight of water, sizing storm drains and piping expansion. Advanced applied scientific topics include heat transfer, basic electricity, electric current, electrical safety and electrical troubleshooting. Advanced structural blueprint reading including floor plans, site plans, plumbing, electrical, HVAC and detail plans.

**BCV 0857P PLUMBER'S APPRENTICESHIP VII (FOURTH YEAR-TERM A) (PSAV)**

72 lecture hours

Prerequisite: BCV 0856P; Corequisite: BCV 0946PR

Fourth-year course in the program begins repair and servicing of residential, commercial, institutional and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar and humidification systems.



**BCV 0858P PLUMBER'S APPRENTICESHIP VIII (FOURTH YEAR-TERM B) (PSAV)**

72 clock hours

Prerequisite: BCV 0857P; Corequisite: BCV 0947PR

Final semester in the four-year program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching and material take-off and estimates are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pumps for mobile homes and trailer parks.

**BCV 0859P PLUMBER APPRENTICESHIP IX (PSAV)**

78 clock hours

Prerequisite: BCV 0858P, BCV 0947PR; Corequisite: BCV 0948PR

This course provides continued certification for backflow test and repair. Also skills taught for medical gas installer, brazer and nuclear valve technician. This course provides job foreman and leadership training.

**BCV 0860P PLUMBER APPRENTICESHIP X (PSAV)**

126 clock hours

Prerequisite: BCV 0859P, BCV 0947PR; Corequisite: BCV 0948PR

This course provides continued related certification for backflow testing and repair. Also skills training for medical gas installer and nuclear valve technician. The course provides further training for job foreman and leadership.

**BCV 0871E APPRENTICESHIP IN RESIDENTIAL WIRING I (FIRST YEAR-FIRST COURSE) (PSAV)**

72 clock hours

Corequisite: BCV 0950ER Electrical Apprenticeship co-op I.

This course provides an introduction to general jobsite safety, emergency procedures including first aid and CPR, proper tool identification and use, basic rigging and digging techniques and introduction to construction blueprints and basic shop math.

**BCV 0872E APPRENTICESHIP IN RESIDENTIAL WIRING II (FIRST YEAR-SECOND COURSE) (PSAV)**

72 clock hours

Prerequisite: Must have completed BCV 0871E or have instructor permission required.

This course provides an introduction to the National Electrical Code (NEC) and its application to residential wiring. An understanding of the various types of standard and special circuits and wiring load calculation and installation techniques will be included. Selection of conduit, wire, boxes and cable trays are emphasized.

**BCV 0873E APPRENTICESHIP IN RESIDENTIAL WIRING III (PSAV)**

72 clock hours

Prerequisite: BCV 0872E Apprenticeship in Electrical Wiring II.

This course provides an introduction to AC theory, AC circuits, single and three phase circuits and systems. Generation of AC power, transformers, various AC motors will also be examined. This is the third course in the apprenticeship sequence.

**BCV 0874E APPRENTICESHIP IN ELECTRICAL WIRING IV (SECOND YEAR-SECOND COURSE) (PSAV)**

72 clock hours

Prerequisite: BCV 0873E

Corequisite: BCV 0952ER

This course provides theory of basic DC circuits as applied to residential wiring and controls. Math concepts and theory for Ohm's Law, Watts' Law and introduction to Kirchhoff's Laws are covered. Series and parallel circuits, magnetism, DC motors/generators and controls are covered. This is the fourth course in the apprenticeship sequence.

**BCV 0875E APPRENTICESHIP IN ELECTRICAL WIRING V (THIRD YEAR-FIRST COURSE) (PSAV)**

72 clock hours

Prerequisite: BCV 0874E

Corequisite: BCV 0954ER.

This course is first part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

**BCV 0876E APPRENTICESHIP IN ELECTRICAL WIRING VI (THIRD YEAR-SECOND COURSE) (PSAV)**

72 clock hours

Prerequisite: BCV 0875E; Corequisite: BCV 0954ER.

This course is second part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

**BCV 0877E APPRENTICESHIP IN ELECTRICAL WIRING VII (PSAV)**

72 clock hours

Prerequisite: BCV 0876E.

This course is the first part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motor. This is the seventh course in the apprenticeship sequence.

**BCV 0878E APPRENTICESHIP IN ELECTRICAL WIRING VIII (FOURTH YEAR-SECOND COURSE) (PSAV)**

72 clock hours

This course is the second part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motors. This course includes an in-depth review of electrical theory and calculations. This is the eighth course in the apprenticeship sequence.

**BCV 0879E ELECTRICAL APPRENTICESHIP IX (PSAV)**

78 clock hours

Prerequisite: BCV 0878E, BCV 0957ER; Corequisite: BCV 0958ER

This program provides an introduction to fire alarm systems, applications, installation and codes and standards. An introduction to instrumentation, process control, telephone wiring and high voltage testing.

**BCV 0880E ELECTRICAL APPRENTICESHIP X (PSAV)**

126 clock hours

Prerequisite: BCV 0879E, BCV 0957ER; Corequisite: BCV 0958ER

This program provides an introduction to air conditioning/refrigeration fundamentals, installation of basic security systems, installing and proper use of programmable controllers, also included; applying the NEC for code calculations.

**BCV 0890 PLASTERER APPRENTICESHIP I (PSAV)**

78 clock hours

Prerequisite: Acceptance into the Plasterer Apprenticeship program;

Corequisite: BCV 0976

This course provides in introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use care and effective safe handling of tools and apparatus commonly used in plastering

**BCV 0891 PLASTERER APPRENTICESHIP II (PSAV)**

126 clock hours

Prerequisite: BCV 0890; Corequisite: BCV 0976

This course is a continuation of the first semester course and provides instruction in proper plastering bases, as well as the structure and preparation of materials; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in plastering.

**BCV 0892 PLASTERER APPRENTICESHIP III (PSAV)**

78 clock hours

Prerequisite: BCV 0891, BCV 0977; Corequisite: BCV 0978

This course is a mid-level training course for students who are in their second year of plastering apprenticeship. It provides continued development in the application of plastering finishes, as well as the appropriate use of measurement and levels.

**BCV 0893 PLASTERER APPRENTICESHIP IV (PSAV)**

126 clock hours

Prerequisite: BCV 0892; Corequisite: BCV 0978

This course is a mid-level training course for students who are in their second year, second semester of plastering apprenticeship. It introduces the students to lime putty mix, applying a finish coat, building and veneering a three-sided booth and building and brown-coating a three-sided booth. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

**BCV 0894 PLASTERER APPRENTICESHIP V (PSAV)**

78 clock hours

Prerequisite: BCV 0893, BCV 0979; Corequisite: BCV 0980

This course is an advanced training course for students who are in their third year of plastering apprenticeship. It provides advanced skill development in plastering, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

**BCV 0895 PLASTERER APPRENTICESHIP VI (PSAV)**

126 clock hours

Prerequisite: BCV 0894; Corequisite: BCV 0980

This course is for advanced plastering apprentices who are in their third year, second semester. It provides advanced skill development in plastering including cut brick and imitation stone, making templates for lime putty cornices and projects, application of interior and exterior plastering on all surfaces, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman plasterer.

**BCV 0940PR PLUMBER'S APPRENTICESHIP Co-OP I (PSAV)**

19.5 clock hours

Prerequisite: Admission to the Plumber's Apprenticeship program;

Corequisite: BCV 0850P

Coordinated work-study program reinforcing the educational and professional growth of students through parallel involvement in classroom studies and field experience. Students and their coordinator determine the objectives for the on-the-job assignment. Students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

**BCV 0941PR PLUMBER'S APPRENTICESHIP Co-OP II (PSAV)**

25 clock hours

Prerequisites: BCV 0940PR, BCV 0850P; Corequisite: BCV 0852P

Continues the field experience part of the Plumber's Apprenticeship program. A directed work-study program same as BCV 0940PR.

**BCV 0942PR PLUMBER'S APPRENTICESHIP Co-OP III (PSAV)**

19.5 clock hours

Prerequisites: BCV 0941PR, BCV 0852P

Continues the field experience of students in the Plumber's Apprenticeship program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe.

**BCV 0943PR PLUMBER'S APPRENTICESHIP Co-OP IV (PSAV)**

25 clock hours

Prerequisites: BCV 0942PR, BCV 0853P, BCV 0854P

Completes the second year of the Plumber's Apprenticeship program. It continues the directed work-study experience of the apprenticeship introducing drainage piping and blueprint reading and layout.

**BCV 0944PR PLUMBER'S APPRENTICESHIP Co-OP V (PSAV)**

19.5 clock hours

Prerequisites: BCV 0943PR, BCV 0854P

Continues the Plumber's Apprenticeship program. Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety.

**BCV 0945PR PLUMBER'S APPRENTICESHIP Co-OP VI (PSAV)**

25 clock hours

Prerequisites: BCV 0855P, BCV 0856P

Continues the Plumber's Apprenticeship program by providing directed work-study experience in hot and cold water systems in domestic installations.

**BCV 0946PR PLUMBER'S APPRENTICESHIP Co-OP VII (PSAV)**

19.5 clock hours

Prerequisites: BCV 0856P, BCV 0945PR

Continues the directed work-study portion of the Plumber's Apprenticeship program with emphasis on gas systems applications, safety and code requirements.

**BCV 0947PR PLUMBER'S APPRENTICESHIP Co-OP VIII (PSAV)**

25 clock hours

Prerequisites: BCV 0857P, BCV 0858P

Final directed work-study sequence in the four-year Plumber's Apprenticeship program. This course trains the student in single fixture and water heater systems installation.

**BCV 0948PR PLUMBER APPRENTICESHIP Co-OP IX (PSAV)**

19.5 Clock Hours

Prerequisite: BCV 0858P, BCV 0947PR; Corequisite: BCV 0859P or BCV 0860P

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0949PR PLUMBER APPRENTICESHIP Co-OP X (PSAV)**

25 Clock Hours

Prerequisite: BCV 0860P, BCV 0948PR

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0950ER ELECTRICAL APPRENTICESHIP Co-OP I (PSAV)**

19.5 clock hours

Prerequisite: Admission to the Electrical Apprenticeship program; Corequisite: BCV 0871E

This is a coordinated work study program which reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

**BCV 0951ER ELECTRICAL APPRENTICESHIP Co-OP II (PSAV)**

25 clock hours

Prerequisites: BCV 0950ER Electrical Apprenticeship Co-op I, BCV 0871E and BCV 0872E

This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment and the student is evaluated according to the objectives.

**BCV 0952ER ELECTRICAL APPRENTICESHIP Co-OP III (PSAV)**

19.5 clock hours

Prerequisite: BCV 0951ER;

Corequisite: BCV 0873E or BCV 0874E.

This is a coordinated work-study program that reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

**BCV 0953ER ELECTRICAL APPRENTICESHIP Co-OP IV (PSAV)**

25 clock hours

Prerequisites: BCV 0874E; 0952ER;

This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on-the-job assignment and the student is evaluated according to the objectives.

**BCV 0954ER ELECTRICAL APPRENTICESHIP Co-OP V (PSAV)**

19.5 clock hours

Prerequisite: BCV 0943E; Corequisite: BCV 0875E or BCV 0876E

This course continues the third year of the Electrical Apprenticeship work-study experience by providing work experience in installing and servicing commercial wiring systems. Field activities are coordinated with classroom activities to provide students the opportunity to apply their knowledge and gain hands on skills. (Repeatable two terms)

**BCV 0955ER ELECTRICAL APPRENTICESHIP Co-OP VI (PSAV)**

25 clock hours

Prerequisite: BCV 0954ER.

This course continues the Electrical Apprenticeship OJT experiences over the summer when classroom training is not offered.

**BCV 0956ER ELECTRICAL APPRENTICESHIP Co-OP VII**

19.5 Clock Hours

Prerequisite: BCV 0876E, BCV 0955ER; Corequisite: BCV 0877E or BCV 0878E.

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum.

**BCV 0957ER ELECTRICAL APPRENTICESHIP Co-OP VIII**

25 Clock Hours

Prerequisite: BCV 0878E, BCV 0956ER.

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum.

**BCV 0958ER ELECTRICAL APPRENTICESHIP Co-OP IX (PSAV)**

19.5 Clock Hours

Prerequisite: BCV 0878E, BCV 0957ER; Corequisite: BCV 0879E or BCV 0880E.

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0959ER ELECTRICAL APPRENTICESHIP Co-OP X (PSAV)**

25 Clock Hours

Prerequisite: BCV 0880E, BCV 0958ER.

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0960 R: BRICKLAYER APPRENTICESHIP Co-OP I (FIRST YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0961 R: BRICKLAYER APPRENTICESHIP Co-OP II (FIRST YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0962 R BRICKLAYER APPRENTICESHIP Co-OP III (SECOND YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0963 R BRICKLAYER APPRENTICESHIP Co-OP IV (SECOND YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0964 R BRICKLAYER APPRENTICESHIP Co-OP V (THIRD YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0965 R BRICKLAYER APPRENTICESHIP Co-OP VI (THIRD YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0966 R CARPENTRY APPRENTICESHIP Co-OP I (FIRST YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0967 R CARPENTRY APPRENTICESHIP Co-OP II (FIRST YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0968 R CARPENTRY APPRENTICESHIP Co-OP III (SECOND YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0969 R CARPENTRY APPRENTICESHIP Co-OP IV (SECOND YEAR-SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.



**For information call (561) 434-5140**

**BCV 0993 R PAINTER APPRENTICESHIP CO-OP VI (PSAV)**

25 clock hours

Prerequisite: BCV 0834

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0994 R PAINTER APPRENTICESHIP CO-OP VII (PSAV)**

19.5 clock hours

Prerequisite: BCV 0835; Corequisite: BCV 0806, BCV 0807.

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BCV 0995 R PAINTER APPRENTICESHIP CO-OP VIII (PSAV)**

25 clock hours

Prerequisite: BCV 0807, BCV 0836

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**BOT 1010 GENERAL BOTANY I (AA)**

3 credits (3 lecture hours)

Prerequisite: BSC 1010 and BSC 1010L; Corequisite: BOT 1010L.

Introductory survey of the plant kingdom with emphasis on phylogenetic relationships includes cytology, morphology, anatomy, physiology and economic importance of plants. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BOT 1010L GENERAL BOTANY I LABORATORY (AA)**

1 credit (2 lab hours)

Prerequisite: BSC 1010 and BSC 1010L; Corequisite: BOT 1010

Laboratory exercises correlating topics of the lecture. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BOT 1011 BOTANY II (AA)**

3 credits (3 lecture hours)

Prerequisite: BOT 1010 and BOT 1010L.

Study of vascular plants with emphasis on taxonomy, distribution and ecology and advanced study of vascular plant morphology and anatomy. Fieldwork includes ecological studies and preparation of a plant collection.

**BOT 1011L BOTANY II LABORATORY (AA)**

1 credit (3 lab hours)

Prerequisite: BOT 1010; Corequisite: BOT 1011

This course involves laboratory exercises correlating to topics of the lecture.

**BSC 1005 CONCEPTS IN BIOLOGY (AA)**

3 credits (3 lecture hours)

For non-science and elementary education majors only. This course is designed to give students an understanding of the major biological concepts. Lectures and discussions focus on how and understanding of biological concepts is relevant to environmental, social and ethical issues. Note: Course cannot be used to satisfy degree requirements by students who already have credit in BSC 1010. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BSC 1010 PRINCIPLES OF BIOLOGY (AA)**

3 credits (3 lecture hours)

An introduction to biology, cellular biology, biochemistry, genetics and evolution. This course is intended for science and pre-professional majors. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY (AA)**

1 credit (2 lab hours)

Prerequisite or Corequisite: BSC 1010, BSC 1005

Laboratory studies in biochemistry, physiology, genetics and histology. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special fee required.

**BSC 1011 PRINCIPLES OF BIOLOGY II (AA)**

3 credits (3 lecture hours)

Prerequisite: BSC 1010/BSC 1010L; Corequisite: BSC 1011L.

This course is the second of a two-semester sequence introducing science and pre-professional majors to biological principles including a study of the five kingdoms, population dynamics and ecology. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BSC 1011L PRINCIPLES OF BIOLOGY II LAB (AA)**

1 credit (2 lab hours)

Prerequisites: BSC 1010, BSC 1010L; Corequisite: BSC 1011

This course is the laboratory component of the second of a two-semester sequence introducing science and pre-professional majors to biological principles including the five kingdoms, population dynamics and ecology. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BSC 1050 ENVIRONMENTAL CONSERVATION (AA)**

3 credits (3 lecture hours)

This course examines man's role in modifying the natural environment. Students examine ecological problems and opportunities. Field trips and projects may be required. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BSC 1085 ANATOMY AND PHYSIOLOGY I (AA)**

3 credits (3 lecture hours)

Corequisite: BSC 1085L

An introduction to the structure and functions of the human body. Topics include chemistry, histology, and study of the integumentary, skeletal, muscular and nervous systems. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BSC 1085L ANATOMY AND PHYSIOLOGY I LAB (AA)**

1 credit (2 lab hours)

Corequisite: BSC 1085

This laboratory accompanies BSC 1085. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special fee required.

**BSC 1086 ANATOMY AND PHYSIOLOGY II (AA)**

3 credits (3 lecture hours)

Prerequisite: BSC 1085

Corequisite: BSC 1086L.

A continuation of BSC 1085, the circulatory, endocrine, digestive, excretory, respiratory and reproductive systems of the body are studied. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**BSC 1086L ANATOMY AND PHYSIOLOGY II LAB (AA)**

1 credit (2 lab hours)

Prerequisite: BSC 1085; Corequisite: BSC 1086

This laboratory accompanies BSC 1086. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special fee required.

**BUL 2241 BUSINESS LAW I (AA)**

3 credits (3 lecture hours)

Introductory course on the fundamental concepts of law in society and the business environment. Topics include state and federal court systems, common statutory law, administrative procedures and constitutional law with emphasis on torts, contracts, bailments and sales (warranties and liabilities).

**BUL 2242 BUSINESS LAW II (AS)**

3 credits (3 lecture hours)

Continuation of BUL 2241 includes negotiable instruments (checks, drafts and notes), principal and agent, business associations (including proprietorships, partnerships and corporations), debtor-creditor relationships and real and personal property.

**CCJ 1010 INTRODUCTORY TO CRIMINOLOGY (AA)**

3 credits (3 lecture hours)

Examines four interrelated areas: (1) history of criminology/development of criminology; (2) causes of criminal behavior; (3) ways of defining and measuring crime and criminality; (4) methods for testing, examining, construction and criticizing criminological theories.

**CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE (AA)**

3 credits (3 lecture hours)

Overview of the system of administration of justice with emphasis on due process, justice and constitutional guarantees and civil rights of citizens and prisoners at various levels.

**CCJ 1191 INTRODUCTORY TO HUMAN BEHAVIOR AND THE CRIMINAL JUSTICE PRACTITIONER (AA)**

3 credits (3 lecture hours)

Study of the nature and peculiarities of human behavior in direct relation to crime and delinquency with emphasis on how behavior relates to the duties and responsibilities of criminal justice practitioners in a democratic society.

**CCJ 1250 INTRODUCTORY TO CONSTITUTIONAL LAW (AA)**

3 credits (3 lecture hours)

Introductory study of the United States Constitution and Florida Constitution presenting an in-depth analysis of constitutional law with emphasis on arrest, search and seizure, interrogations, self-incrimination and authority and limitations on police actions under the Bill of Rights.

**CCJ 1400 POLICE ADMINISTRATION I (AA)**

3 credits (3 lecture hours)

Covers administrative activity of a modern police department including administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training.

**CCJ 1401 POLICE ADMINISTRATION II (AA)**

3 credits (3 lecture hours)

Covers police department operations that are seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions.

**CCJ 2210 CRIMINAL LAW (AA)**

3 credits (3 lecture hours)

Study of the scope, purpose, definition and classification of crimes. Includes criminal intent, acts of omission and commission and offenses against the person and property. Elements of more common offenses and their defense are studied in-depth.

**CCJ 2230 LAWS OF EVIDENCE (AA)**

3 credits (3 lecture hours)

Examines evidence and rules governing admissibility of evidence to court and continues the study of the criminal justice system. Emphasis on Florida laws of evidence and their application.



**CCJ 2231 LAW OF ARREST SEARCH AND SEIZURE (AA)**

3 credits (3 lecture hours)

Covers right and duty to make arrests; obligations imposed by oath of officer; distinction between felony and misdemeanor; requisites of legal arrest in the Florida Penal Code; immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property.

**CCJ 2310 ORGANIZATION AND ADMINISTRATION OF CORRECTIONAL FACILITIES (AA)**

3 credits (3 lecture hours)

The organization of institutions is studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed including planning programs for specialized behavioral problems of inmates.

**CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE (AA)**

3 credits (3 lecture hours)

Examines procedures associated with community-based treatment programs before and after incarceration including sentencing patterns, problems and procedures along with administrative policies. Supervision of probationers and parolees including individual treatment and counseling methods will be explored.

**CCJ 2500 JUVENILE DELINQUENCY (AA)**

3 credits (3 lecture hours)

Introduction to causes and treatment of juvenile delinquency. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures; methods in delinquency control; and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures.

**CCJ 2940C CRIMINOLOGY JUSTICE INTERN PROGRAM (AA)**

4 credits (1 lecture hour, 9 lab hours)

Prerequisite: Sophomore students or others, determined by the instructor, based on course work or experience.

Examines the functions and operations of local criminal justice agencies. Placements are available with police, courts and correctional agencies. Participants will be assigned, supervised and evaluated by the instructor and agency personnel.

**CDO 0100 TRACTOR TRAILER DRIVER TRAINING (PSAV)**

320 clock hours

The purpose of this course is to educate and prepare an individual, who has no previous tractor-trailer driving experience, for entry level employment within the truck driving/transportation industry. Completion of this program will enable the student to obtain a Florida Commercial Driver's License A/B.

**CDO 0200 TRUCK AND BUS CDL (PSAV)**

120 clock hours

The purpose of this course is to prepare students for a Florida Commercial Driver's License (CDL) for Class B. (Vehicle description- any single vehicle with a GVWR of 26,001 pounds or more or any such vehicle towing a vehicle with a GVWR of 10,000 pounds or less). This course is 120 hours in length. The course will cover driving safely, transporting cargo and/or passengers, air brakes and hazardous materials.

**CEN 2503 LOCAL AREA NETWORKS (AS)**

3 credits (3 lecture hours)

Prerequisite: CEN 2522

This course is designed to provide the basics of managing a network operating system. Fundamental LAN concepts and strategies are explored.

**CEN 2504 WIDE AREA NETWORKS (AS)**

3 credits (3 lecture hours)

Prerequisite: CEN 2522

This course enhances network management skills of network administrators. Telecommunications services and concepts are examined to include duplexing, tariffs, carriers and analog networks.

**CEN 2507 TCP/IP AND NETWORK (AS)**

3 credit (3 lecture hours)

Prerequisite: CEN 2522

This course covers the tasks and develops skills necessary to create a solid strategy and design implementation and installation of local and wide area networks. Integration of popular network protocols is studied.

**CEN 2522 NETWORK TECHNOLOGIES (AS)**

3 credits (3 lecture hours)

Prerequisites: CGS 1565 and CGS 1570

This course includes the basic concepts of networking including transmission media, the OSI model, protocols and relationships between the parts of the network.

**CEN 2524 NETWORK SERVICE AND SUPPORT (AS)**

3 credits (3 lecture hours)

Prerequisite: CEN 2522

This course provides the skills to prevent, diagnose and resolve hardware-related problems in a network operating system.

**CET 1123C MICROPROCESSORS (AS)**

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: CET 2112C or instructor permission required.

Explores how microprocessor chips can be lined with appropriate peripheral ICs to accomplish logic functions from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis on the use of the microprocessor as a controller, rather than as a data processor. Topics include: microprocessor chip logic, bussing, memory, programming, interfacing, A/D and D/A conversion and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment.

**CET 2112C LOGIC CIRCUITS (AS)**

4 credits (3 lecture hours, 2 lab hours)

Study of digital devices and systems included in SSI and MSI technology. Topics include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND and NOR gates and FFs; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory.

**CGS 0000 MICROCOMPUTER FUNDAMENTALS (PSAV)**

45 clock hours

Prerequisites: OST 015, OTA 0101; Corequisites: OST 0104, OST 0465, OST 0466

The purpose of this course is to enhance the student's skills in electronic office procedures and office software programs. This course will introduce students to computer hardware and equipment. E-mail, Internet and computer ethics will be covered.

**CGS 1060 PC STARTER (AS)**

1 credit (1 lecture hour)

Introduces the computer novice to the personal computer (PC) designed to familiarize students with the keyboard, disks, printers, Windows and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions.

**CGS 1510 ELECTRONIC SPREADSHEET I (AS)**

1 credit (1 lecture hour)

Prerequisite: CGS 1570 or OST 1831

Introductory course using a popular spreadsheet program covering the basics of spreadsheet design, development of spreadsheets and reviews suggested applications.

**CGS 1511 ELECTRONIC SPREADSHEET II (AS)**

1 credit (1 lecture hour)

Prerequisite: CGS 1570 or CGS 1510

This is the second course in the use of a popular spreadsheet program. This course expands on the concepts developed in the first course, CGS 1510

**CGS 1512 ELECTRONIC SPREADSHEET III (AS)**

1 credit (1 lecture hour)

Prerequisite: CGS 1511

This is the third course in the spreadsheet sequence. In this course, the student learns to customize and automate spreadsheet applications.

**CGS 1513 ELECTRONIC SPREADSHEETS (AS)**

3 credits (3 lecture hours)

Prerequisites: CGS 1570 or OST 1831

Hands-on training with a popular electronic spreadsheet including entering text, numbers and formulas, retrieving, saving and erasing files, manipulating column widths and text alignment, absolute and relative addressing, insert and delete rows/columns, database functions and macros; same as CGS 1510/1511/1512

**CGS 1540 BEGINNING DATABASE CONCEPTS (AS)**

1 credit (1 lecture hour)

Prerequisite: CGS 1570 or OST 1831

This is the first course in a three-course sequence. Students are introduced to data base concepts and capabilities. Simple database files are created and indexed; reports and forms are produced.

**CGS 1541 INTERMEDIATE DATABASE CONCEPTS (AS)**

1 credit (1 lecture hour)

Prerequisite: CGS 1540 or CGS 1570

This is the second course in a three-course sequence. Modular design, structural integrity and detailed reports and forms are created.

**CGS 1543 DATABASE MANAGEMENT (AS)**

3 credits (3 lecture hours)

Prerequisite: CGS 1570 or OST 1831

This course provides hands-on training in the use of a popular database program. Students will learn introductory through advanced database concepts.

**CGS 1560 INTRODUCTION TO USING LAN OPERATING SYSTEM (AS)**

1 credit (1 lecture hour)

Prerequisites: CGS 1060 or CGS 1570 experience.

This course is an introduction to the use of a specific computer operating system. It is not a course on the theory of operating systems. Any one of a number of operating systems may be studied, either single or multi-user. The hardware platform used may be a microcomputer, a minicomputer, a mainframe or a network of computer systems. Topics include: the establishment and management of system security and system access; the customization of the system environment; the optimization of system performance; the installation and the use of system peripherals; the management of file storage system; execution of the system editor; creation of system commands with the system control language; and the installation and use of applications.

**CGS 1561 INSIDE THE PC (AS)**

1 credit (1 lecture hour)

Designed for a non-technical approach to initially installing a personal computer and how to keep the system running efficiently throughout its life-cycle including maintaining the system, diagnosing common hardware problems, installing new software packages and upgrading the hardware.

**CGS 1565 MICROCOMPUTER OPERATING SYSTEMS (AS)**

3 credits (3 lecture hours)

Prerequisite: CGS 1570 or OST 1831

This course introduces the student to a variety of operating system platforms used in a microcomputer environment.

**CGS 1570 MICROCOMPUTER APPLICATIONS (AA)**

3 credits (3 lecture hours)

This course will enable students to utilize common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, presentation graphics, telecommunications and multimedia, as they apply to the workplace, will be explored in the course.

**CGS 2525 MULTIMEDIA PRESENTATIONS (AS)**

3 credits (3 lecture hours)

Prerequisite: CGS 1570

This course will introduce the student to the use of multimedia in art, business, education, music and other areas. Multimedia objects will be created to include: graphics, audio, music, video and text. Presentations and tutorials will be created using a multimedia presentation/authorizing system that will link multimedia objects to include graphics, audio, music, video and text.

**CGS 2542 ADVANCED DATABASE CONCEPTS (AS)**

1 credit (1 lecture hour)

Prerequisite: CGS 1541

This is the third course in a sequence. The emphasis is on structured design programming. Custom input screens are designed. Multiple files are linked and operated on.

**CGS 2555 INTRODUCTION TO THE INTERNET (AA)**

3 credits (3 lecture hours)

Prerequisite: CGS 1570

This course will prepare the student to work and study in contemporary society by developing skills in the electronic communications. Students will learn how to get connected to the Internet, perform research via the Internet and create a personal Web page.

**CHD 1110 INFANTS/TODDLERS (AS)**

3 credits (3 lecture hours)

Prepares the student for group care in center-based settings, for family-based day care or for home care of children.

**CHD 1220 CHILD DEVELOPMENT, INFANCY/PRESCHOOL (AS)**

3 credits (3 lecture hours)

Explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child; and covers emotional, intellectual, physical and social development; stages of childhood; communication process between adult and child; guidance approaches; health and safety; family structures; issues affecting the child and family; and community resources which provide parent education, family and children services and other related resources.

**CHD 1440 EARLY CHILDHOOD EDUCATION PRACTICUM I (AS)**

3 credits (1 lecture hour, 10 lab hour)

This is a coordinated work-study program that reinforces the educational and professional growth of the student through field experience (minimum 10 hours/week) in a licensed and approved early childhood setting.

**CHD 1441 EARLY CHILDHOOD EDUCATION PRACTICUM II (AS)**

3 credits (1 lecture hour, 10 lab hour)

This course is a continuation of CHD 1440.

**CHD 2800 CHILD-CARE FACILITY MANAGEMENT (AS)**

3 credits (3 lecture hours)

All aspects of opening and operating a child-care facility will be explored. Guidelines will be set up for organizing child-care services; business management; personnel concerns; establishment and communication of policies; safety, nutrition and health and curriculum and equipment.

**CHM 1015 PRINCIPLES OF CHEMISTRY (AA)**

3 credits (3 lecture hours)

Introduction to principles of chemistry for students not needing an intensive course. It covers important concepts of general chemistry and progresses through elementary organic chemistry into certain areas of biochemistry. It includes chemistry relevant to health and the numerous chemical products in use today. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special equipment required.

**CHM 1015L PRINCIPLES OF CHEMISTRY LABORATORY (AA)**

1 credit (2 lab hours)

Corequisite or Prerequisite: CHM 1015

Study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special fee required. Special equipment required.

**CHM 1040 GENERAL CHEMISTRY I (AA)**

3 credits (3 lecture hours)

Prerequisite: MAT 1033

This is the first course of a three-course sequence. An introduction to the elementary principles of modern chemistry emphasizing structure and properties of matter, stoichiometry, nomenclature and bonding. (May be exempted by passing a waiver examination.) Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special equipment required.

**CHM 1041 GENERAL CHEMISTRY II (AA)**

3 credits (3 lecture hours)

Prerequisite: CHM 1040 or acceptable score on waiver examination and MAC 1105

This is the second course of a three-course sequence. The topics emphasized include acids and bases, gases, states of matter, solutions, thermodynamics and nuclear chemistry. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special equipment required.

**CHM 1041L GENERAL CHEMISTRY II LABORATORY (AA)**

1 credit (3 lab hours)

Corequisite: CHM 1041

An introduction to the experimental techniques and laboratory safety designed to demonstrate and complement the lectures in CHM 1040 and CHM 1041. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special fee required. Not offered at Belle Glade. Special equipment required.

**CHM 2046 GENERAL CHEMISTRY III (AA)**

3 credits (3 lecture hours)

Prerequisites: CHM 1041 and MAC 1105

This is the third course of a three-course sequence. The topics emphasized include kinetics, equilibrium, ionic equilibria of acids, bases and salts and electrochemistry. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Not offered at Belle Glade. Special equipment required.

**CHM 2046L GENERAL CHEMISTRY III LABORATORY (AA)**

1 credit (3 lab hours)

Corequisite: CHM 2046

A continuation of CHM 1041L consisting of laboratory experiments and activities to complement the lecture topics in CHM 2046. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Special fee required. Not offered at Belle Glade. Special equipment required.

**CHM 2210 ORGANIC CHEMISTRY I (AA)**

3 credits (3 lecture hours)

Prerequisite: CHM 1041, 1041L; Corequisite: CHM 2210L

First of a two-semester sequence covering fundamental concepts, nomenclature, synthesis and reactions of classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. Not offered at Belle Glade. Special equipment required.

**CHM 2210L ORGANIC CHEMISTRY I LABORATORY (AA)**

1 credit (4 lab hours)

Prerequisite: CHM 1041L; Corequisite: CHM 2210

Laboratory portion of Organic Chemistry I. Introduction of organic laboratory principles and techniques: vacuum filtration; recrystallization; extraction; distillation; and chromatography. Special fee required. Boca Raton and Lake Worth only.

**CHM 2211 ORGANIC CHEMISTRY II (AA)**

3 credits (3 lecture hours)

Prerequisite: CHM 2210; Corequisite: CHM 2211L

Continuation of CHM 2210. The study of NMR aromatic compounds and other compounds containing oxygen and nitrogen. Not offered at Belle Glade. Special equipment required.

**CHM 2211L ORGANIC CHEMISTRY II LABORATORY (AA)**

1 credit (4 lab hours)

Prerequisite: CHM 2210 AND 2210L; Corequisite: CHM 2211

Continuation of CHM 2210L with more complex synthesis and introduction to IR and gas chromatography. Special fee required. Boca Raton and Lake Worth only.

**CIS 2321 SYSTEMS AND APPLICATIONS (AS)**

3 credits (3 lecture hours)

Prerequisite: CGS 1570

Utilizes system analysis techniques for the solution of business and information systems problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection and software selection. A case-study approach is utilized.

**CJD 0500 CORRECTIONS AUXILIARY PREREQUISITE (PSAV)**

96 clock hours

This program provides job-related training to those students seeking employment as Correctional Auxiliary Officers. The content of this course includes knowledge of codes of ethics, history and evolution of laws, introduction to the criminal justice system, corrections rules, rights and responsibilities, basic law and legal procedures, medical first responder training and human relations skills.

**CJD 0520 PUBLIC SAFETY TELECOMMUNICATOR (DISPATCHER) (PSAV)**

208 clock hours

This course is designed to prepare students for employment as a dispatcher for a fire, police, Emergency Medical Service or rescue agency. This work includes dispatching fire, law enforcement and emergency medical services agencies. Certification as a telecommunicator will be available.

**CJD 0704 CRIMINAL JUSTICE DEFENSIVE TACTICS (PSAV)**

66 clock hours

Basic course in unarmed defense tactics to teach law enforcement officers how to protect themselves against armed and unarmed attackers, how to subdue and control them from point of contact to incarceration. Also included are transport methods, search techniques and custody responsibilities.

**CJD 0705 CRIMINAL JUSTICE WEAPONS (PSAV)**

57 clock hours

Effective use of the two basic weapons of a law enforcement agency in a safe effective manner. Students are exposed to elementary chemical weapon use.

**CJD 0715 PHYSICAL TRAINING (PSAV)**

90 clock hours

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness.

**CJD 0723 CRIMINAL JUSTICE VEHICLE OPERATIONS (PSAV)**

48 clock hours

Vehicle operations course covering how to maneuver vehicles in a safe and effective manner with emphasis on the driver, the vehicle, the driving environment, vehicle "pullovers," felony stops and basic operational skills and a driving pad.

**CJD 0732 LAW ENFORCEMENT TRAFFIC (PSAV)**

45 clock hours

Basic traffic-accident investigation with emphasis on traffic enforcement concept and techniques, control and direction, accident-scene management, skid-mark evidence and reporting procedures including information on organ/tissue donation and common alcohol violations and sobriety testing.

**CJD 0741 EMERGENCY PREPAREDNESS (PSAV)**

24 clock hours

Skills needed for riot and disturbance control and firefighting are studied and practiced. Includes methods of riot prevention, handling of unusual situations, hostage and emergency procedures.

**CJD 0773 HUMAN DIVERSITY (PSAV)**

24 clock hours

Enhances awareness of cultural rules and predispositions and how these influence common interactions with others. Includes gender, race, ethnicity, etc.



**CJD 1254L MEDICAL FIRST RESPONDER (AS)**

1 credit (3 lab hours)

How to respond to a medical emergency and stabilize injuries until other medical help arrives. Includes how to respond to communicable diseases.

**CJD 1700 CRIMINAL JUSTICE LEGAL I (AS)**

3 credits (3 lecture hours)

Overview of the criminal justice system and history of law. The foundation and basic components of law are studied, focusing on officer application. Court procedures and testimony are examined.

**CJD 1701 CRIMINAL JUSTICE LEGAL II (AS)**

3 credits (3 lecture hours)

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers.

**CJD 1702C CRIMINAL JUSTICE COMMUNICATIONS-CORRECTIONS (AS)**

3 credits (2 lecture hours, 3 lab hours)

The report-writing process from interview, statement taking and notetaking through the final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures.

**CJD 1703C INTERPERSONAL SKILLS I-CORRECTIONS (AS)**

3 credits (2 lecture hours, 2 lab hours)

Human relations techniques and courtesy are addressed with emphasis on crime prevention. The needs of various groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques for situations including suicide, violence and other crises are studied. Stress management is included.

**CJD 1713C INTERPERSONAL SKILLS I-LAW ENFORCEMENT (AS)**

3 credits (2 lecture hours, 2 lab hours)

Human relations, techniques and courtesy with emphasis on crime prevention. The needs of groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques are studied including suicide, violence and other crises. Stress management is included.

**CJD 1720 LAW ENFORCEMENT LEGAL III (AS)**

2 credits (2 lecture hours)

This course of study explores the legal mechanics of law enforcement to include line-up and show-up, the law providing for stopping and frisking of citizens, juvenile laws, alcohol and tobacco statutes, crimes against public safety, personal and property rights, weapons and dangerous devices, traffic and licensing law and other legal considerations affecting patrol.

**CJD 1721C LAW ENFORCEMENT PATROL (AS)**

3 credits (2 lecture hours, 3 lab hours)

Skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods approach to high-risk situations is explored with practical exercises.

**CJD 1724C LAW ENFORCEMENT INVESTIGATIONS (AS)**

3 credits (2 lecture hours, 2 lab hours)

Investigation of crimes, including property crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death investigations from initial observation methods through processing crime scenes and case preparation.

**CJD 1740 INTERPERSONAL SKILLS II-CORRECTIONS (AS)**

3 credits (3 lecture hours)

Interpersonal skills needed by corrections officers to understand the incarcerated society are explored, with emphasis upon supervisory methods. Inmate adjustments and segments of society are studied. Includes studies of homosexuality, female inmates, deception and manipulation by inmates and institutional criminalities.

**CJD 1742 CORRECTIONS OPERATIONS (AS)**

3 credits (3 lecture hours)

Operation of correctional facilities including intake of new inmates, aspects of daily care and institutional procedures.

**CJT 1771 CORRECTIONS LEGAL II (AS)**

1 credit (1 lecture hour)

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers are studied. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers.

**CJT 2100 CRIMINAL INVESTIGATION (AS)**

3 credits (3 lecture hours)

Survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime-scene investigations, narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor.

**CJT 2140 INTRODUCTION TO CRIMINALISTICS (AS)**

3 credits (3 lecture hours)

Corequisite or Prerequisite: CJT 2100 or CCJ 2230  
Introduces the capabilities of the crime laboratory. Selected laboratory experiments, scientific analysis, comparison procedures and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms and ballistic examinations will be accomplished.

**CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT (AA)**

3 credits (3 lecture hours)

Prerequisite: PSY 2012

This course is a summary of the major personality theories. The course emphasizes an exposure to and analysis of the theories that explain personality and the effect of personality and individual and group behavior.

**COP 1002 STRUCTURED PROGRAMMING (AA)**

3 credits (3 lecture hours)

Prerequisite or Corequisite: CGS 1570

Concepts of structured programming emphasizing use of control graphs, basic structures, logic structures using pseudocode and functional structure charts stressing program segmentation and top-down walk-through.

**COP 1165C PROGRAMMING RPG 400 (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: COP 1002

RPG 400 (Report Program Generator) is a problem-oriented programming language to obtain data from single or multiple rules, perform calculations and table lookup and write reports and/or update files. Students will solve elementary to moderately complex business problems.

**COP 1220 INTRODUCTION TO PROGRAMMING IN C (AA)**

3 credits (3 lecture hours)

Prerequisite: COP 1002 and one other programming language.

Introduction to the C language emphasizing use of structured design, problem design, algorithm design, coding, debugging, testing and documentation stressing program segmentation through utility development and top-down design.

**COP 1332 VISUAL BASIC PROGRAMMING (AA)**

3 credits (3 lecture hours)

Prerequisite: COP 1002

Visual BASIC is an introduction to problem-solving and programming with an object-oriented, event-driven, high level programming language. The student should be able to read, understand and create Visual BASIC computer programs using modular programming techniques.

**COP 2120C PROGRAMMING COBOL (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: COP 1002

COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies.

**COP 2121C COBOL APPLICATIONS (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: COP 2120

Advanced capabilities of COBOL applications to solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation and subroutines.

**COP 2334 PROGRAMMING IN C++ (AA)**

3 credits (3 lecture hours)

Prerequisite: COP 1220

An intermediate level programming course assumes knowledge of how to program in C Emphasizes Class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object-oriented program design and program reusability.

**COP 2341 UNIX OPERATING SYSTEM (AA)**

3 credits (3 lecture hours)

Prerequisite: CGS 1570

Introduction to the UNIX operating system. Topics include the use of the shell scripts, electronic mail, utilities and editors and use of UNIX in the business/scientific programming environment.

**COP 2800 PROGRAMMING IN JAVA (AA)**

3 credits (3 lecture hours)

Prerequisite: COP 1220 or COP 2334

This course introduces the student to Java programming with a focus on object-oriented programming. Students will write Java Script. In addition, full Java applications will be written which can be used independent of HTML pages and independent of the Internet.

**COP 2802 PROGRAMMING IN JAVA SCRIPT (AA)**

2 credits (2 lecture hours)

Prerequisite: COP 1220 and COP 2822

This course is one of the major courses in preparation of a student to become certified as an Internet Webmaster or to receive an AA or an AS degree in Computer Networking. Topics will include the Java Script extensions to HTML, Java Script functions and objects and how Java Script can be used with Java applets to enhance Web pages. Further, the Java student will learn how to use Java Script to create and manage Internet Web pages so that many CGI server side requests may be processed at the client site.

**COP 2822 WEB PAGE DESIGN (AA)**

1 credit (1 lecture hour)

Prerequisite: CGS 2555, knowledge of a graphical user interface program is desirable.

This course will introduce the student to Hypertext Markup Language, which is used on the Internet to create home pages on the World Wide Web.

**CPO 2002 COMPARATIVE GOVERNMENTS (AA)**

3 credits (3 lecture hours)

Introduces the student to a comparative model for understanding diverse governmental institutions and political systems throughout the world. This includes a close look at numerous other governments, including a study of each nation's history, culture, constitution, governmental institutions, political process and domestic and foreign policies. Governments will be selected from different continents and from different political traditions, such as Great Britain, Germany, Russia, China, Japan, Brazil, South Africa and Iran. If possible, a voluntary field trip to EPCOT's World Showcase or international consulates in Miami may be planned. Requires a grade of "C" or high to receive AA degree credit.

**CRW 2000 CREATIVE WRITING (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

This course involves study of theory and practice in poetry and fiction, including collateral readings and extensive workshoping of students' own creative works. The class will critique students' works and considerable writing and rewriting required. Students prepare a final portfolio and learn how to submit works for publication.

**CRW 2100 INTRODUCTION TO FICTION WRITING (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

The course provides intensive study of the process of writing short fiction, including discussion of professional models to improve understanding of elements and techniques. A substantial portion of the course will be devoted to workshoping and critiquing student writing. Students submit a final portfolio and research the market for publication.

**CRW 2200 SCREENWRITING (AA)**

3 credits (3 lecture hours)

Prerequisites: ENC 1101 or ENC 1121

This course provides intensive study of the process of writing for the screen. It includes discussing the work of professional screenwriters to learn elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting.

**DAA 1050C FUNDAMENTALS OF RHYTHMICS (AA)**

2 credits (1 lecture hour, 2 lab hours)  
Basics of folk dance, square dance and singing games.

**DAA 1160 MODERN DANCE I (AA)**

1 credit (3 lab hours)  
This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

**DAA 1161 MODERN DANCE II (AA)**

1 credit (3 lab hours)  
This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

**DAA 1200 BASIC BALLET I (AA)**

2 credits (3 lab hours)  
Consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms) stressing correct alignment and applying simple step combinations in center work.

**DAA 1201 BASIC BALLET II (AA)**

2 credits (3 lab hours)  
Prerequisite: DAA 1200 or instructor permission required.  
Continuation of DAA 1200.

**DAA 1202 INTERMEDIATE BALLET I (AA)**

3 credits (5 lab hours)  
Prerequisite: DAA 1201  
Emphasis on development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. Admission is by audition.

**DAA 1203 INTERMEDIATE BALLET II (AA)**

3 credits  
Prerequisite: DAA 1202  
Continuation of DAA 1202 (5 lab hours).

**DAA 1220 INTERMEDIATE POINTE I (AA)**

1 credit (3 lab hours)  
Corequisite: DAA 1202  
Introduction to fundamentals and exercises for the development of pointe technique. Class practical work, with outside projects, is required. Admission by audition.

**DAA 1221 INTERMEDIATE POINTE II (AA)**

1 credit (3 lab hours)  
Prerequisite: DAA 1220; Corequisite : DAA 1203.  
Continuation of DAA 1220.

**DAA 1500 MODERN JAZZ DANCE I (AA)**

1 credit (2 lab hours)  
Knowledge and fundamental skills in modern jazz dance styles and techniques.

**DAA 1501 BASIC JAZZ (AA)**

2 credits (3 lab hours)  
Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base.

**DAA 1502 INTERMEDIATE JAZZ I (AA)**

2 credits (3 lab hours)  
Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition.

**DAA 1520 BASIC TAP I (AA)**

2 credits (6 lab hours)  
This course is designed to give the student knowledge of the fundamental skills of tap dance techniques and various current styles.

**DAA 1521 BASIC TAP II (AA)**

2 credit (6 lab hours)  
This course is designed to continue the knowledge of the fundamental skills of tap dance techniques and various current styles started in DAA 16001

**DAA 2100 CONTEMPORARY DANCE I (AA)**

1 credit (2 lab hours)  
Theory and practice of basic body conditioning exercises, fundamentals of movement and relationship to rhythm, design and dynamics.

**DAA 2101 CONTEMPORARY DANCE II (AA)**

1 credit (2 lab hours)  
Further opportunity to pursue study and application of rhythmic movement through combining acquired skills and knowledge.

**DAA 2204 ADVANCED BALLET I (AA)**

3 credits (5 lab hours)  
Perfects the execution of classical ballet technique with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor.

**DAN 1600 MUSIC FOR DANCE (AA)**

3 credits (3 lecture hours)  
This course provides a connection of musical, structure and body movement through improvisational dance composition exercises. The basic elements of rhythm, tempo and meter will be studied. This course is intended for undergraduate dance majors and minors.

**DEA 0130 RELATED DENTAL THEORY (PSAV)**

32 clock hours  
This course is designed to acquaint the dental auxiliary with various related topics having application in the field of dentistry. One topic discussed is microbiology, stressing pathogenic microorganisms. Oral pathology, both benign and malignant neoplasms, is explored. A familiarization of common drugs and medicaments, their toxicity and effects is also included. A knowledge of nutrition, with emphasis on the relationship to oral health, is presented. Finally, the body systems, their functions and related diseases are identified in the format of student presentations. Lake Worth only.

**DEA 0153 DENTAL PSYCHOLOGY AND COMMUNICATIONS (PSAV)**

32 clock hours  
This course is divided into two subject areas. The first subject area explores the study of the psychological factors which affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications. Lake Worth only.

**DEA 0800 CLINICAL PRACTICE I (PSAV)**

32 clock hours  
Prerequisites: DES 1020, DES 1200/L, DES 1600, DES 1800/L;  
Corequisites: DEA 0800L, DEA 0940L, DES 1100/L.  
This course is designed to continue the instruction in the fundamentals of clinical dental assisting. Included will be the working knowledge of all dental equipment, instruments, manipulation of dental materials, patient management and the application of four-handed dentistry in a clinical setting. Lake Worth only.

**DEA 0800L CLINICAL PRACTICE I LAB (PSAV)**

64 clock hours  
Prerequisites: DES 1020, DES 1200/L, DES 1600, DES 1800/L  
Corequisite: DEA 0800, DEA 0940L, DES 1100/L.  
This course will provide clinical application of the principles taught in DEA 0800 Clinical Practice I. In addition, the student has responsibilities in areas of radiology, sterilization, receptionist and clinical and office observations. Special fee required. Lake Worth only.

**DEA 0801 CLINICAL PRACTICE II (PSAV)**

32 clock hours  
Prerequisites: DEA 0800/L; Corequisite: DEA 0801L, DES 0830C  
This course is a continuation of DEA 0800 and DEA 0800L Clinical Practice I. It will provide the dental assisting student a synopsis of the different dental specialties. This will include a more in-depth analysis of the theoretical and clinical application that makes each specialty unique. Lake Worth only.

**DEA 0801L CLINICAL PRACTICE II LAB (PSAV)**

192 clock hours  
Prerequisites: DEA 0800/L; Corequisites: DEA 0801, DES 0830C  
This course is a continuation of DEA 0800L Clinical Practice I Lab. It will provide clinical application of the principles taught in DEA 0801 Clinical Practice II. Special fee required. Lake Worth only.

**DEA 0850 CLINICAL PRACTICE III (PSAV)**

18 clock hours  
Prerequisites: DEA 0801/L, DES 0830C; Corequisites: DEA 0850L, DES 0831C  
In the didactic portion of this course, a detailed overview of the key designated subject areas represented on the Dental Assisting National Board will be studied. A seminar will be scheduled to discuss the students' experiences in their externship and with their community service projects. Lake Worth only.

**DEA 0850L CLINICAL PRACTICE III LAB (PSAV)**

72 clock hours  
Prerequisites: DEA 0801/L, DES 0830C; Corequisites: DEA 0850, DES 0831C  
The clinical portion of this course will enable the dental assisting student to utilize all skills and competencies developed and to increase the student's capabilities and proficiencies during a supervised externship. Lake Worth only. Special fee required.

**DEA 0940L DENTAL PRACTICUM LAB (PSAV)**

24 clock hours  
Prerequisites: DES 1020, DES 1200/L, DES 1600, DES 1800/L;  
Corequisites: DEA 0800/L, DES 1100/L.  
The objective of this course is to provide clinical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in the areas of patient recognition, charting, study models and radiology. The student will receive experience to interact effectively with the dentist and the patient. Special fee required. Lake Worth only.

**DEH 1003 DENTAL HYGIENE INSTRUMENTATION (AS)**

1 credit (1 lecture hour)  
Prerequisites: DES 1800, DES 1800L; Corequisite: DEH 1003L.  
A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation that will be applied in a lab/clinical setting. Completion of the course competencies at minimum standard will allow the student to progress to Dental Hygiene I. Lake Worth only.

**DEH 1003L DENTAL HYGIENE INSTRUMENTATION LAB (AS)**

2 credits (6 lab hours)  
Prerequisites: DES 1800, DES 1800L; Corequisite: DEH 1003.  
A competency-based course introducing the student dental hygienist to the applications and techniques of instrumentation in a lab/clinical setting. Completion of course competencies at minimum standard will allow the student to progress to Dental Hygiene I. Lake Worth only.

**DEH 1800CA DENTAL HYGIENE I (AS)**

5 credits (1 lecture hour, 12 lab hours)  
Prerequisites: DEH 1003, DEH 1003L; Corequisite: DES 2050, DES 1840  
Basic theory, assessment techniques and dental hygiene principles will be introduced and applied through practical experiences in the clinical setting. Dental hygiene care to the public is initiated through the delivery of preventive and therapeutic services. Students will be required to complete a specific number of dental prophylaxis in the clinic Lake Worth only.

**DEH 1802C DENTAL HYGIENE II (AS)**

2 credits (1 lecture hour, 3 lab hours)  
Prerequisites: DEH 1800C, DES 2050, DES 1830C, HUN 1201  
This course is a continuation of Dental Hygiene I. The application of nutritional analysis will be introduced with the major emphasis on the application of dietary counseling in patient care management. Lake Worth only.

**DEH 1811 DENTAL ETHICS AND JURISPRUDENCE (AS)**

1 credit (1 lecture hour)  
Corequisite: DEH 2806C  
Emphasis will be on discussion of current legal and ethical issues in dental hygiene practice. Topics will include professional ethics, dental law, risk management and standards of care. The Dental Practice Act and the Rules as it governs the dental hygiene profession will be reviewed. Lake Worth only.

**DEH 2603 PERIODONTOLOGY (AS)**

2 credits (2 lecture hours)  
Prerequisite: DEH 1800C, DEH 1802C; Corequisite: DEH 2804C  
This course is a study of the etiology, classification and treatment of periodontal disease. Emphasis is on recognition and treatment of clinical disease states of the periodontium. Lake Worth only.



**DEH 2701 COMMUNITY DENTISTRY (AS)**

2 credits (2 lecture hours)

Prerequisite: Sophomore status.

An evaluation of dental diseases in the community through biostatistical and epidemiological examination. Emphasis placed on assessing, planning, implementing and evaluation of oral health programs in different target populations in the community. Lake Worth only.

**DEH 2702L COMMUNITY DENTISTRY PRACTICUM (AS)**

1 credit (2 lab hours)

Prerequisites: Sophomore status/DEH 2701

A series of professional experiences with the public at large. Emphasizing dental hygiene education of the public in an institutional setting using skills acquired in prerequisite course DEH 2701 Lake Worth only.

**DEH 2804C DENTAL HYGIENE III (AS)**

5 credits (1 lecture hour, 12 lab hours)

Prerequisites: DEH 1802C, DES 2050; Corequisite: DEH 2603.

A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included. Lake Worth only.

**DEH 2806C DENTAL HYGIENE IV (AS)**

6 credits (1 lecture hour, 15 lab hours)

Prerequisite: DEH 2804C; Corequisite: DEH 1811

A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies, as well as the remediable tasks delegated to the dental hygienist. Lake Worth only.

**DEH 2807L DENTAL HYGIENE V: CLINICAL SKILLS UPDATE (AS)**

2 credits (4 lab hours)

Prerequisite: Graduation from an American Dental Association accredited school of dental hygiene.

This course is a special-skills update in clinical dental hygiene for the graduate dental hygienist. It is recommended for recent PBCC Dental Hygiene Program graduates preceding the State of Florida board examination for licensure.

**DEH 2900 COMPROMISED PATIENT (AS)**

1 credit (1 lecture hour)

Prerequisites: DES 1840; Corequisite: DEH 2603, DEH 2804C

This course provides the dental hygiene student an understanding of the problems peculiar to patients with special needs or unusual health factors that may complicate routine care generally provided and special procedures involved to help the patient maintain optimum oral health. Lake Worth only.

**DEP 2102 CHILD GROWTH AND DEVELOPMENT (AA)**

3 credits (3 lecture hours)

Prerequisite: PSY 1012

Stressing the emerging self of the child, this course explores the physical, cognitive and psychosocial nature of children within a developmental perspective. This course encompasses major theories and research relevant to diverse populations of children and families. Observation of children from pre-school level through adolescence provides for application of these theories.

**DES 0830C EXPANDED FUNCTIONS LECTURE AND LAB I (PSAV)**

96 clock hours

Prerequisites: DES 1800/L, DES 1100/L.

These courses are designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry.

**DES 0831C EXPANDED FUNCTIONS LECTURE AND LAB II (PSAV)**

66 clock hours

Prerequisites: DES 0830C

These courses are a continuation of DEA 0820C and are designed to provide the basic knowledge and clinical practice necessary for the dental assisting student to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry. Special fee required. Lake Worth only.

**DES 1020 DENTAL ANATOMY (AS)**

3 credits (3 lecture hours)

Dental Anatomy is the study of the structure, morphology and function of the primary and permanent dentitions and head and neck anatomy. The direct correlation of dental procedures to human oral anatomy is emphasized. Lake Worth only.

**DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY (AS)**

1 credit (1 lecture hour)

Prerequisite: DES 1020

A comprehensive study of the embryonic, fetal and postnatal development of the tissues and structures of the head and oral cavity and their relationship to the field of dentistry. Lake Worth only.

**DES 1100 DENTAL MATERIALS (AS)**

2 credits (2 lecture hours)

Corequisite: DES 1100L.

This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques.

**DES 1100L DENTAL MATERIALS LAB (AS)**

1 credit (2 lab hours)

Corequisite: DES 1100

The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries scope of dental practice and to evaluate the effects of specific materials in the oral environment. Lake Worth only.

**DES 1200 DENTAL RADIOLOGY (AS)**

2 credits (2 lecture hours)

Corequisite: DES 1200L.

A study of the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing and mounting X-rays.

**DES 1200L DENTAL RADIOLOGY LAB (AS)**

1 credit (2 lab hours)

Corequisite: DES 1200

Applications of techniques taught in Dental Radiology lecture as used in clinical practice.

**DES 1600 OFFICE EMERGENCIES (AS)**

1 credit (1 lecture hour)

Prerequisite: Cardiopulmonary Resuscitation Basic Life Support conducted by American Heart Association.

A study of the symptoms, treatment and equipment necessary to provide adequate care for common office emergencies. Discussion and practice will include emergency preparedness, content of the emergency kit and vital signs. Emergency treatment and cautions for medical and dental emergencies will be studied, as well as common emergency drugs used.

**DES 1800 INTRODUCTION TO CLINICAL PROCEDURES (AS)**

3 credits (3 lecture hours)

Corequisite: DES 1800L.

A study of basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including instrument design and patient/operator positioning, the oral exam, dental charting, instrument transfer and oral evacuation, polishing and pain control. Infection control guidelines will be stressed throughout this course.

**DES 1800L INTRODUCTION TO CLINICAL PROCEDURES LAB (AS)**

1 credit (2 lab hours)

Corequisite: DES 1800

A practical application of professionalism and procedures in the clinical setting as these skills relate to the didactic portion of DES 1800, the co-requisite.

**DES 1840 PREVENTIVE DENTISTRY (AS)**

2 credits (2 lecture hours)

This course is designed to teach the student how to educate and motivate dental patients in the prevention of dental diseases. A study of periodontal tissues, tooth deposits and stains, etiology of caries, fluorides, preventive oral physiotherapy and plaque control are all discussed and related to the control of dental diseases. Lake Worth only.

**DES 2047 GENERAL AND ORAL PATHOLOGY (AS)**

2 credits (2 lecture hours)

Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, DES 1020, DES 1030, MCB 2010, MCB 2010L.

A comprehensive study of oral abnormalities and disease processes with emphasis on clinical identification. Lake Worth only.

**DES 2050 PHARMACOLOGY (AS)**

2 credits (2 lecture hours)

Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MCB 2010/2010L, CHM 1015

A comprehensive study of Pharmacology as it relates to the field of Dentistry and Dental Hygiene.

**DES 2502 OFFICE MANAGEMENT (AS)**

1 credit (1 lecture hour)

Marketing skills of the dental health care provider will be explored in depth. A working letter of application, resume and follow-up letter will be prepared. Traditional business office procedures will be compared and contrasted with those found in offices utilizing more advanced technology.

**DES 1830C EXPANDED FUNCTIONS LECTURE AND LAB (AS)**

2 credits (1 lecture hour, 2 lab hours)

Prerequisites: DES 1800, DES 1800L, DES 1100, DES 1100L.

This course is designed to provide the basic knowledge and clinical practice necessary for the dental hygiene student to perform the expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Lake Worth only.

**DIE 1412 DIETETICS I (INTRODUCTION) (AS)**

3 credits (3 lecture hours)

Prerequisite: HUN 1201; FSS 1210; Corequisite: DIE 1419.

This course introduces the organization of a food and nutrition department and emphasizes interviewing skills; medical terminology; standard documentation procedures and techniques for counseling patients for optimal nutritional care. Clinical experience is provided for nine hours/week concurrently. Lake Worth only.

**DIE 1419 PRACTICUM I (AS)**

3 credits (9 lab hours)

Prerequisite: HUN 1201, FSS 1210; Corequisite DIE 1412

Practicum to accompany DIE 1412 Lake Worth only.

**DIE 2120 DIETETICS III (ADMINISTRATION) (AS)**

3 credits (3 lecture hours)

Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2170

This course teaches techniques involved in operating a food-service system in health-care facilities. Basic principles of menu planning, purchasing, costing, equipment, sanitation, delivery systems and management are covered. The student spends nine hours/week in a health-care facility concurrently. Lake Worth only.

**DIE 2170L PRACTICUM III (AS)**

3 credits (9 lab hours)

Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2120

Practicum to accompany DIE 2120. Lake Worth only.

**DIE 2211 DIETETICS II (CLINICAL) (AS)**

3 credits (3 lecture hours)

Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2270

This course covers principles of nutrition with adaptations to specific disease conditions. Emphasis is placed on building skills to provide total nutritional care of the individual patient in health care settings. Clinical experience is provided nine hours/week concurrently. Lake Worth only.

**DIE 2270 PRACTICUM II (AS)**

3 credits (9 lab hours)

Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2211

Practicum to accompany DIE 2211. Lake Worth only.

**EAP 0006 INTRODUCTORY TO LISTENING AND SPEAKING SKILLS**

4 institutional credits (4 lecture hours)

Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT). Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is for students whose primary language is not English and whose test scores indicate a need for listening and speaking improvement. Emphasis is placed on improving comprehension, pronunciation and fluency. Prescriptive lab work is required. Graded Passing or Not Passing (P or N).

**EAP 0061 INTRODUCTORY TO GRAMMAR FOUNDATIONS**

4 institutional credits (4 lecture hours)

Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT). Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is for students whose primary language is not English and whose test scores indicate a need for grammar practice as preparation for ESL 0040 Emphasis is placed on verb tenses, parts of speech and question formation. Prescriptive lab work is required. Graded Passing or Not Passing (P or N).

**EAP 0080 INTEGRATED READING AND WRITING**

4 institutional credits (4 lecture hours)

Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT). Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is for students whose primary language is not English and whose test scores indicate a need for reading and writing practice. Emphasis is placed on reading comprehension, vocabulary development and paragraph structure. Prescriptive lab work is required. Graded Passing or Not Passing (P or N).

**ECO 2013 PRINCIPLES OF MACROECONOMICS (AA)**

3 credits (3 lecture hours)

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart, before enrolling in this General Education course.) Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application is required. Requires a grade of "C" or better for AA degree credit. Distance learning section may be available.

**ECO 2023 PRINCIPLES OF MICROECONOMICS (AA)**

3 credits (3 lecture hours)

Cost and revenue analysis, nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and application of basic tools of economic analysis and public policy issues. Requires a grade of "C" or better for AA degree credit. Distance learning section may be available.

**EDF 1005 FOUNDATIONS OF EDUCATION (AA)**

3 credits (3 lecture hours)

An introduction to the nature of teaching in public schools of the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationship between schools and society; organization, financing and control of the public schools; historical perspectives; and the aims and objectives of education as a social institution.

**EDF 1030 BEHAVIOR MANAGEMENT IN THE CLASSROOM (AA)**

3 credits (3 lecture hours)

Structured teaching, applied behavior analysis; principles derived from learning laboratory to educational and social behavioral problems. Provides teachers, counselors and special educators seeking recertification strategies of classroom behavior management.

**EDF 1949C Co-op: EDUCATION I (AA)**

3 credits (1 lecture hour, 10 lab hour)

Coordinated work-study program reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area.

**EDF 2005 FOUNDATIONS IN EDUCATION (AA)**

3 credits (3 lecture hours)

An introduction to the nature of teaching in public schools in the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationships between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution.

**EDF 2949C Co-op EDUCATION II (AA)**

3 credits (1 lecture hour, 10 lab hour)

Prerequisite: EDF 1949C

This course follows EDF 1949C

**EDG 2701 TEACHING DIVERSE POPULATIONS (AA)**

3 credits (3 lecture hours plus 15 hour field experience)

Prerequisite: EDF 1005

This course is designed to introduce prospective educators to: (a) the value of diversity in American society; (b) various concepts and meanings of diversity; (c) manifestations of diversity in the U.S.; and (d) the role of education in developing, extending and utilizing diversity. Future teachers will become more sensitive to the needs of their diverse student populations and can move toward determining ways in which they could adapt or modify their teaching to a population with diverse abilities, learning characteristics and motivational styles.

**EDP 2002 INTRODUCTORY TO EDUCATIONAL PSYCHOLOGY (AA)**

3 credits (3 lecture hours)

Prerequisite: PSY 2012 or permission of the instructor.

This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design and program evaluation.

**EEC 1001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (AA)**

3 credits (3 lecture hours)

Theories, philosophies, programs and methods in Early Childhood Education covering information required for the Florida Child-Care certification. Students completing the modules are eligible for the Child-Care Workers Certification required for child-care workers.

**EEC 1006 MONTESSORI PHILOSOPHY (AS)**

3 credit (3 lecture hours)

Theory of Montessori method including evolution; relationship to Piaget, Erikson, Kohlberg, Vygotsky and others; sensitive periods of development; role of teacher as director, prepared environment; and process of normalization.

**EEC 1200 EARLY CHILDHOOD CURRICULUM I (AS)**

3 credits (3 lecture hours)

This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language and in methods of presentation in order to guide children in the proper use of these materials.

**EEC 1311 EARLY CHILDHOOD CURRICULUM II (AS)**

3 credits (3 lecture hours)

Prerequisite: EEC 1200

An introduction to the mathematics and science concepts appropriate to the developmental level of the pre-primary and primary child, ages 3 through grade 3. Activities will be examined and creative ideas explored as the student develops mathematics and science lesson plans.

**EEC 2530 MONTESSORI CURRICULUM I (AS)**

3 credits (3 lecture hours)

Corequisite or Prerequisite: EEC 1006

Introduces learning materials for daily living (practical life) and language areas of Montessori early childhood classroom. Lecture and demonstration of materials. Students should also enroll in Montessori Curriculum Lab I through Career and Technical Education.

**EEC 2532 MONTESSORI CURRICULUM II (AS)**

3 credits (3 lecture hours)

Prerequisites: EEC 1006, EEC 2530

Continuation of EEC 2530. Introduces learning materials for sensorial and mathematics areas of Montessori early childhood classroom. Demonstration of materials and discussion. Students should also enroll in Montessori Curriculum lab II through Career and Technical Education.

**EEC 2940 MONTESSORI TEACHING PRACTICUM I (AS)**

3 credits (20 lab hour)

Teaching experience in an approved Montessori early childhood classroom under the supervision of approved instructors.

**EEC 2941 MONTESSORI TEACHING PRACTICUM II (AS)**

3 credits (20 lab hour)

Continuation of EEC 2940.

**EET 1015 DC CIRCUIT ANALYSIS (AS)**

3 credits (3 lecture hours)

Corequisite and/or Prerequisites: EET 1015L and MAT 1033 or equivalent.

Precalculus level study of circuit properties of resistance, capacitance and inductance in DC circuits includes Ohm's and Kirchoff's Laws, series and parallel networks, network theorems, magnetic circuits and DC instruments.

**EET 1015L DC CIRCUIT ANALYSIS LABORATORY (AS)**

1 credit (2 lab hours)

Corequisite: EET 1015

Laboratory work in applied theory.

**EET 1025 AC CIRCUIT ANALYSIS (AS)**

3 credits (3 lecture hours)

Prerequisites: EET 1015, EET 1015L; Corequisites: EET 1025L, MAC 1102

Analysis on AC circuits, series and parallel AC networks, network theorems, power, resonance and transformers.

**EET 1025L AC CIRCUIT ANALYSIS LABORATORY (AS)**

1 credit (2 lab hours)

Corequisite: EET 1025

Laboratory to accompany EET 1025.

**EET 2121 ELECTRONICS I (AS)**

3 credits (3 lecture hours)

Prerequisite: EET 1025, EET 1025L; Corequisite: EET 2121L.

Solid-state electronic components, characteristics, application and troubleshooting including diode theory, transistor theory and biasing techniques, regulated and unregulated power supplies.

**EET 2121L ELECTRONICS I LABORATORY (AS)**

1 credit (2 lab hours)

Corequisite: EET 2121

Laboratory to accompany EET 2121.

**EET 2122 ELECTRONICS II (AS)**

3 credits (3 lecture hours)

Co-requisite and/or Prerequisites: EET 2121, EET 2121L, EET 2122L. Advanced semiconductor course covering frequency and bandwidth of transistors, amplifiers, differential and operational, integrated circuits, feedback oscillators, harmonic distortion, frequency mixing and modulation.

**EET 2122L ELECTRONICS II LAB (AS)**

1 credit (2 lab hours)

Corequisite: EET 2122

Laboratory to accompany EET 2122.

**EET 2322C COMMUNICATION ELECTRONICS (AS)**

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: EET 2122 and EET 2122L.

Continuation of electronics, designed for taking the First Class FCC license. Covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas.

**EET 2515C AC AND DC MOTORS / GENERATORS (AS)**

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: EET 1015, EET 1025, EET 1015L and EET 1025L.

Study of DC and AC motors and generators, electromechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly- and single-phase motors, two-and three-phase systems and transformers.

**EEV 0739C COMMUNICATION AND DOCUMENTATION (PSAV)**

60 clock hours

Prerequisites: EEV 0850

This course includes logging of data, writing technical reports, writing technical memoranda, verbal communications, specification reading and interpretation, graphical presentations. Lake Worth only.

**EEV 0810C INTRODUCTION TO DC CIRCUITS (PSAV)**

100 clock hours

Prerequisites: EEV 0851

Subjects include free electrons, electromotive force, static electricity, current flow resistance, thermal coefficient of resistance, Ohm's Law, series circuits, parallel circuits, conductor resistance, metric prefixes, ammeter, voltmeter, ohmmeter and other related topics. Lake Worth only.



**EEV 0811C ADVANCED DC CIRCUITS (PSAV)**

120 clock hours

Prerequisite: EEV 0852

Course includes multi-loop circuits, multi-node circuits, voltage source concept, current source concept, Thevenin Theorem, Norton Theorem, R-C circuits and R-L circuits. Lake Worth only.

**EEV 0812C AC CIRCUITS (PSAV)**

100 clock hours

Prerequisites: EEV 0853.

Subjects include series capacitor circuits, parallel capacitor circuits, phase shift, leading current, series and parallel inductive circuits, series resonance, parallel resonance, RLC circuits, circuit quality, bandwidth, transformers, power supplies and other related topics. Lake Worth only.

**EEV 0813C ELECTRONIC DEVICES (PSAV)**

90 clock hours

Prerequisite: EEV 0812C

Subjects include conventional and special purpose diodes, rectifier circuits, semi-conductor theory, bipolar transistors, field effect transistors, MOS technology, thyristors, controlled rectifiers, transient voltage protectors, introduction to digital circuits and other related topics. Lake Worth only.

**EEV-0814C ANALOG CIRCUITS (PSAV)**

200 clock hours

Prerequisite: EEV 0814C

This course includes multi-stage amplifiers, linear integrated circuits, input/output impedance, regulated power supplies, differential amplifiers, operational amplifiers, active filters, oscillators, opto-device circuits, cathode ray and liquid crystal fundamentals.

**EEV 0815C LOGIC CIRCUITS (PSAV)**

140 clock hours

Prerequisite: EEV 0739C

This course includes pulse generators, logic elements, (AND, OR, NOT, NOR, NAND, XOR), truth tables, flip flops, gates, registers, half space adders, full adders, counters, clocks, coders/decoders, multiplexers, digital to analog conversions, analog to digital conversion, arithmetic/logic units. Lake Worth only.

**EEV 0816C MICROPROCESSOR FUNDAMENTALS (PSAV)**

180 clock hours

Prerequisite: EEV 0815C

This course includes microprocessor architecture, analyzing instruments, analyzing techniques, input/output devices, programming fundamentals, assembly language operations, machine language subroutines, interrupts, instruction sets.

**EEV 0821C SOLDERING LAB PRACTICES (PSAV)**

70 clock hours

Prerequisites: EEV 0810C

Subjects include mechanics of solder and solder joints, flux types, soldering irons, temperatures, wire and component terminations, assembly techniques, single and double sided printed circuits, heat transfer, terminal mass and other related topics. Lake Worth only.

**EEV 0840C COMPUTER LANGUAGE (PSAV)**

60 clock hours

Prerequisite: EEV 0813C

This course includes computer organization, Windows, DOS, spreadsheets, word processor, database, use of flexible disks, compact disks and printer. Lake Worth only.

**EEV 0850 DIGITAL MATHEMATICS (PSAV)**

30 clock hours

Prerequisites: EEV 0840C

This course includes numbering systems (binary, octal, hexadecimal), two's complement, arithmetic, decimal/binary conversions, elements of Boolean algebra. Lake Worth only

**EEV 0851 INTRODUCTION TO ENGINEERING MATH AND SCIENCE (PSAV)**

40 clock hours

Prerequisite: SLS 0380

Subjects include algebra (solve for single unknown), use of a calculator, reciprocals and their manipulation; atomic structure, molecular structure; temperature measurement; thermal effects on volume, humidity, chemical activity and pressure in a container, simple graphing, energy and power measurements. Lake Worth only.

**EEV 0852 MATH AND SCIENCE (PSAV)**

60 clock hours

Prerequisites: EEV 0821C

Course includes algebra (simultaneous equations), magnetism, inductors, exponential rise and decay, time constant, determinations and Lenz's Law. Lake Worth only.

**EEV 0853 ADVANCED MATH AND SCIENCE (PSAV)**

40 clock hours

Prerequisite: EEV 0811C

This course includes understanding of wave motion, frequency, period phase and amplitude of waves, peak, average and RMS values, functions of sin, cos and tangent; inverse functions, rectangular and polar coordinates; square and triangular waves and decibel calculations. Lake Worth only.

**EEV 0855 MATH AND SCIENCE VERIFICATION (PSAV)**

70 clock hours

Includes verification of retention of all previous MS subjects, reviews as required. (This course included in order to conform with 1-150303 funding requirement level D.) Lake Worth only.

**EGS 1111C ENGINEERING GRAPHICS (AS)**

3 credits (2 lecture hours, 4 lab hours)

Prerequisite: ETD 1110C or equivalent. ETD 1320C recommended. Orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs, points, lines and planes and relation to graphical language.

**EGS 2310 STATICS (AA)**

3 credits (3 lecture hours)

Prerequisites: PHY 2053 and MAC 2311

Mechanics; force systems, coplanar and noncoplanar; concurrent, noncurrent; equilibrium; distributed forces, moments of inertia; and structures.

**EME 2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY (AA)**

3 credits (3 lecture hours)

Prerequisite: EDF 1005

This course will provide introduction to the various educational technologies available to prospective classroom teachers for use in the development and delivery of improved instruction. The technologies and accompanying materials will be demonstrated and used in a wide variety of subjects and grade levels.

**EMS 1271 PARAMEDIC I (PSVC)**

2 credits (2 lecture hours)

Prerequisite: Acceptance into paramedic program.

Paramedic roles and responsibility, EMS system, medical/legal aspects, communication, rescue and major incident response.

**EMS 1271L PARAMEDIC SKILLS I LABORATORY (PSVC, AS)**

3 credits (6 lab hours)

Prerequisite: Acceptance into paramedic program.

Practice hands-on skills.

**EMS 1272 PARAMEDIC II (PSVC, AS)**

6 credits (6 lecture hours)

Prerequisite: Acceptance into paramedic program.

The paramedic student will be introduced to medical terminology, general patient assessment, airway ventilation, shock, general pharmacology, trauma, burn care, respiratory, cardiovascular, endocrine, nervous system, acute abdomen. The clinical portion will be carried out in a hospital ER, ICU, CCU, operating room, respiratory therapy, obstetrics.

**EMS 1272L PARAMEDIC SKILLS II LAB(PSVC, AS)**

1 credit (3 lab hours)

Prerequisites: EMS 1271, EMS 1271L.

Corequisite: EMS 1272, EMS 1294L.

Laboratory to accompany EMS 1272

**EMS 1273 PARAMEDIC III (PSVC, AS)**

6 credits (6 lecture hours)

Prerequisite: Acceptance into paramedic program. and completion of EMS 1271, EMS1272

The paramedic student will be introduced to principles required to care for the patient suffering with anaphylaxis, toxicology, alcoholism, drug abuse, infection disease, environmental emergencies, geriatric, pediatrics, OB/GYN, behavioral emergencies and advanced cardiac life support as directed by the American Heart Association. The clinical portion will be carried out in hospital ER, ICU, CCU, operating room, respiratory therapy, obstetrics.

**EMS 1273L PARAMEDIC SKILLS III LAB (PSVC, AS)**

2 credit (4 lab hours)

Prerequisites: EMS 1271, 1272, 1272L and 1464.

Corequisite: EMS 1273, EMS 1465

The paramedic student will begin to use skills learned in EMS 1271L in scenario settings.

**EMS 1294L CLINICAL/FIELD ROTATION I (PSVC, AS)**

7 credits (14 lab hours)

Prerequisites: EMS 1271, EMS 1271L;

Corequisites: EMS 1272, EMS 1272L.

The paramedic student will participate in various selected fire rescue and hospital rotations. The student will be responsible for patient care under clinical instructors. Awarded as experiential learning credit to holders of Florida EMT Certificate.

**EMS 1295L CLINICAL/FIELD ROTATION II (PSVC, AS)**

7 credits (14 lab hours)

Prerequisites: EMS 1271, 1272, 1272L, 1464

Co-requisites EMS 1273, 1273L

The paramedic student will participate in various selected fire rescue and hospital clinical rotations. The student will be responsible for participation in all aspects of patient care rendered by paramedics with approved preceptors and clinical instructors.

**EMS 1331 AEROMEDICAL TRANSPORT (AS)**

3 credits (3 lecture hours)

Prerequisites: Licensure as either paramedic, registered nurse, physician, respiratory therapist or American Heart Association ACLS certification. Dynamics of flight physiology, history of medical flight, safety and orientation for rotor wing and fixed wing aircraft. Communication, rules and regulations, aircrew fitness, search and rescue, survival and effects of air transport on patient conditions.

**ENC 0001 COLLEGE PREP ENGLISH I**

3 institutional credits (3 lecture hours)

Corequisite: SLS 1501: Strategies for College Success.

This course prepares students for ENC 0010. It emphasizes the construction and expansion of sentences for standard paragraph form with individual grammar review as needed. Graded Passing or Not Passing (P or N). Special fee required.

**ENC 0010 COLLEGE PREP ENGLISH II**

3 institutional credits (3 lecture hours)

Prerequisite: A College Placement Test (CPT) score of 61 or above or successful completion of ENC 0001; Corequisite: SLS 1501: Strategies for College Success.

This course prepares students for ENC 1101. It emphasizes basic writing skills necessary to construct coherent paragraphs and essays in the rhetorical modes with individual grammar review as needed. Graded Passing or Not Passing (P or N). Special fee required.

**ENC 1101 COLLEGE COMPOSITION I (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 0010 or adequate score on placement exam.

Course includes fundamentals of expository writing, rhetorical patterns and a review of mechanics, syntax and grammar. After successfully completing this course, students should demonstrate strategies in planning and drafting an essay, developing a thesis, using effective diction and sentence structure, using conventional syntax and observing conventions of standard English. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart. Before enrolling in this General Education course.) Written work required: 6,000 words.

**ENC 1102 COLLEGE COMPOSITION II (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Course teaches skills and techniques for critical, persuasive and research writing. Also included are styles and tone of non-fiction and interpretation of literature. After successfully completing the course, students should demonstrate increased proficiency in writing; analyze and compose non-fictional prose; and write persuasive, critical and research essays. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart. Before enrolling in this General Education course.) Written work required: 7,000 words.

**ENC 1104 CLAST REVIEW: ESSAY SKILLS (AA)**

1 credit (1 lecture hour)

Prerequisite: A score below the state-mandated passing level on the essay subtest of CLAST. This course is designed for students who need an intensive review in college-level essay writing as a preparation for the CLAST. The CLAST essay objectives will be emphasized. Graded Passing or Not Passing (P or N).

**ENC 1121 HONORS COLLEGE COMPOSITION I (AA)**

3 credits (3 lecture hours)

Prerequisite: ACT score of 27 or above; CPT score of 87 is needed in both Reading and Sentence Structure. Recommended: 3.5 high school grade point average.

This course is designed for students with mastery of English fundamentals and proficiency in communications skills. It includes a sophisticated approach to reading and writing with emphasis on critical thinking. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart. Before enrolling in this General Education course.) Written Work: 6,000 words.

**ENC 1122 HONORS COLLEGE COMPOSITION II (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1121 or recommendation of ENC 1101 instructor. This course is an advanced composition course emphasizing creative expression and critical thinking. It is a continuation of ENC 1121. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart. Before enrolling in this General Education course.) Written work: 7,000 words.

**ENC 1131 CLAST-WRITING SKILLS REVIEW (AA)**

1 credit (1 lecture hour)

Prerequisite: A score below the state-mandated passing level on the English language skills subtest of the CLAST.

This course reviews college-level grammar and writing skills for students who need to take the English language skills subtest of the CLAST. Sentence structure, grammar and word-choice skills will be stressed as explained in the CLAST objectives. Graded Passing or Not Passing (P or N).

**ENC 1141 WRITING ABOUT LITERATURE (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

This course, recommended for potential English majors, is designed to develop abilities to analyze and interpret short stories, novels, plays and poems and to write about these literary forms critically, responsively and persuasively. This course is accepted for transfer as part of a completed AA degree. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart. Before enrolling in this General Education course.) Written work: 7,000 words.

**ENC 1151 APPLIED COMMUNICATIONS (AS)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Technical writing offers critical work in preparation of manuals, reports and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. Written work: 7,000 words.

**ENL 2012 ENGLISH LITERATURE BEFORE 1800 (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Students will study writings produced in the British Isles from the beginnings to 1800 and work on developing appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. Students must satisfy College Prep Reading and College

Prep English requirements through course completion or appropriate placement test scores. (See Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.) General Education course. Written work: 3,000 words.

**ENL 2022 ENGLISH LITERATURE AFTER 1800 (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Students will study writings produced in the British Isles from 1800 to the present and work on developing an appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (See Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.) Written work: 3,000 words.

**ESL 0001 SPEAKING AND LISTENING-LEVEL I**

3 institutional credits (3 lecture hours)

Prerequisite: Adequate score on the placement test and/or advisement. Students required to prove English proficiency may be placed into the ESL Foundation program.

This course features social, professional and academic experiences that will improve students' speaking and listening skills. Standard English pronunciation, stress, intonation and idioms, as well as differences in non-verbal communication will be taught and applied. Graded Passing or Not Passing (P or N). Special fee required.

**ESL 0002 SPEAKING AND LISTENING-LEVEL II**

3 institutional credits (3 lecture hours)

Prerequisite: Successful completion of ESL 0001 or placement testing and advisement. Students required to prove English proficiency may be placed into the ESL Foundation program.

This course will provide formal and informal experiences to continue the development of listening and speaking skills. It will include continued improvement of English pronunciation skills and vocabulary, note-taking, class discussion, persuasive speaking and debating. Graded Passing or Not Passing (P or N). Special fee required.

**ESL 0003: INTERNATIONAL STUDENT LAB I**

3 institutional credits (3 lecture hours)

Prerequisites: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 0-54. Students required to prove English proficiency may be placed into the ESL Foundation program.

This lab prepares students for Level II and is an integrated lab designed for international students whose primary language is not English. The lab will focus on the development of speaking, listening, reading and grammatical skills through interactive computer software programs. Graded Passing or Not Passing (P or N).

**ESL 0004: INTERNATIONAL STUDENT LAB II**

3 institutional credits (3 lecture hours)

Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 55-68, or successful completion of Level I. Students required to prove English proficiency may be placed into the ESL Foundation program.

This lab prepares students for Level III and is an integrated lab designed for international students whose primary language is not English. The lab focuses on the development of speaking, listening, reading and grammatical skills through interactive computer software programs. Graded Passing or Not Passing (P or N).

**ESL 0005: INTERNATIONAL STUDENT LAB III**

3 institutional credits (3 lecture hours)

Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 69-82, or successful completion of Level II. Students required to prove English proficiency may be placed into the ESL Foundation program.

This integrated lab is designed for international students whose primary language is not English. The lab focuses on the development of speaking, listening, reading and grammatical skills through interactive computer software programs. Graded Passing or Not Passing (P or N).

**ESL 0020 ESL READING-LEVEL I**

3 institutional credits (3 lecture hours)

Corequisite: SLS 1501 Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is for students whose primary language is not English and whose placement test scores indicate the need for instruction in basic vocabulary, study and literal comprehension skills. The emphasis in this course will be on establishing the foundation for academic literacy. Prescriptive lab work is required. Graded Passing or Not Passing (P or N). Special fee required.

**ESL 0021 ESL READING-LEVEL II**

3 institutional credits (3 lecture hours)

Prerequisites: A College Placement Test (CPT) score of 55 to 68; Corequisite: SLS 1501.

This course is designed for students whose primary language is not English and whose placement test scores indicate the need for intensive training in academic reading skills. Students required to prove English proficiency may be placed into the ESL Foundation Program. The emphasis in this course is on reading comprehension with additional practice in listening and speaking. Prescriptive lab work is required. Graded Passing or Not Passing (P or N). Special fee required.

**ESL 0040 ESL ENGLISH-LEVEL I**

3 institutional credits (3 lecture hours)

Corequisite: SLS 1501 Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is designed for students whose primary language is not English and whose placement test scores indicate the need for instruction in basic grammar, sentence structure, punctuation and usage. The course emphasizes the writing of short, simple paragraphs. Prescriptive lab work is required. Graded Passing or Not Passing (P or N). Special fee required.

**ESL 0041 ESL ENGLISH-LEVEL II**

3 institutional credits (3 lecture hours)

Prerequisites: CPT score of 55; Corequisite: SLS 1501 Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in composing grammatically-correct sentences with intermediate vocabulary and fully developed paragraphs using a variety of sentences. Prescriptive lab work is required. Graded passing or Not Passing (P or N). Special fee required.

**ESL 0121 ESL READING-LEVEL III**

3 institutional credits (3 lecture hours)

Prerequisites: CPT score of 69 or above or successful completion of ESL 0021 or REA 0001; Corequisite: SLS 1501 Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is designed for students whose primary language is not English and whose placement test scores indicate a need for development of critical thinking skills. Students read short, works of English and American literature. Exercises and class discussions develop listening and speaking skills. Prescriptive lab work is required. Graded Passing or Not Passing (P or N). Special fee required.

**ESL 0181 ESL ENGLISH-LEVEL III**

3 institutional credits (3 lecture hours)

Prerequisites: CPT score between 69 and 82 or above or successful completion of ESL 0041 or ENC 0001; Corequisite: SLS 1501 Students required to prove English proficiency may be placed into the ESL Foundation program.

This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in writing coherent paragraphs and effective essays as well as in using correct grammar. Prescriptive lab work is required. Graded Passing or Not Passing (P or N). Special fee required.

**EST 2541C SERVOMECHANISM AND INSTRUMENTATION (AS)**

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: EET 1015, EET 1025 or instructor permission required.

Study of system function and components. Mathematics is introduced in sufficient depth to understand how a system transfer function is used in frequency response testing. Topics include potentiometers, resolves, transducers, synchors, mechanical electrical characteristics, servomotors and generators, stability and frequency response.

**EST 2542C PROGRAMMABLE CONTROLLERS (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: EET 1015 and CET 1121

Introduction to industrial controllers, how to program and applications to industrial processes.

**ETD 0002 BLUEPRINT READING (PSAV)**

150 clock hours

This course introduces students to the technology and graphic skills necessary to become familiar with the drafting industry. This course will cover basic drafting skills and fundamental computer skills. Lake Worth only.

**ETD 0073 DRAFTING I (PSAV)**

450 clock hours

Prerequisite: ETD 0002

This course provides students with an understanding of the properties, uses and limitations required in the drafting profession. Emphasis is on the recognition of various parameters to completing drafting tasks. Lake Worth only.

**ETD 0074 MECHANICAL DRAFTING (PSAV)**

200 clock hours

Prerequisite: ETD 0073.

This course is designed to provide students with the practice of engineering drafting. Emphasis is on working drawings and progressing to engineering drawings in specialized areas. Lake Worth only.



**ETD 0075 MECHANICAL DRAFTING II (PSAV)**

600 clock hours

Prerequisite: ETD 0074

This course is a comprehensive overview of the principles and practices of mechanical drafting, beginning with the basics and progressing to the completion of production drawings. Lake Worth only.

**ETD 0076 ARCHITECTURAL DRAFTING I (PSAV)**

200 clock hours

Prerequisite: ETD 0073.

This course enables students to interpret graphic and written communications. Emphasis is on actual architectural engineering working drawings and specifications for designed and built residential and commercial projects. Lake Worth only.

**ETD 0077 ARCHITECTURAL DRAFTING II (PSAV)**

550 clock hours

Prerequisite: ETD 0320

This course prepares students to residential, multi-family and small commercial drawings. Problems presented have varied material and structural systems. Emphasis is on building codes and costs. Lake Worth only.

**ETD 0320 CAD DRAFTING (PSAV)**

550 clock hours

Prerequisite: ETD 0076

This specialty course prepares students for a career as a CAD technician with the ability to prepare drawings in all aspect of architecture. Lake Worth only.

**ETD 0320A CAD DRAFTING (PSAV)**

500 clock hours

Prerequisites: ETD 0074, ETD 0075

This course prepares students for a career as professional CAD technicians. The disciplines covered emphasize the latest technology for rendering in the three dimensions of surface modeling. Lake Worth only.

**ETD 0540 CIVIL DRAFTING (PSAV)**

600 clock hours

Prerequisites: ETD 0546

This course focuses on developing competence in drafting structural and civil drawings. Emphasis is on interpreting field data to produce highway construction drawings and specifications. Lake Worth only.

**ETD 0542 STRUCTURAL DRAFTING (PSAV)**

300 clock hours

Prerequisite: ETD 0540

This course is a final component of Structural Drafting. It provides the skills necessary to develop the ability in preparing "finished" drawings for customers. Lake Worth only.

**ETD 0546 CARTOGRAPHIC DRAFTING (PSAV)**

300 clock hours

Prerequisite: ETD 0073

This course prepares students to develop techniques to draft and interpret topographical maps and plat-views of highway projects. A study of computer-aided drafting related to civil engineering applications will apply. Lake Worth only.

**ETD 0600 ELECTRICAL DRAFTING (PSAV)**

600 clock hours

Prerequisite: ETD 0073.

This course will provide the student with basic electrical knowledge and skills to draft machine controls and circuits for home and commercial projects (i.e., electrical hardware and control schematics) Lake Worth only.

**ETD 0614 ELECTRONIC DRAFTING (PSAV)**

600 Clock Hours

Prerequisites: ETD 0073.

This course provides the student with basic knowledge of electrical circuits, solid state devices and basic power supplies. It is designed to present, through actual practice, the elements of electronic drafting and fabrication. Lake Worth only.

**ETD 1100C INTRODUCTION TO TECHNICAL DRAWING (AS)**

3 credits (1 lecture hour, 3 lab hours)

Beginning course for engineering and technology covering principles of graphic language and is for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading.

**ETD 1320C INTRODUCTION TO COMPUTER DRAFTING (AS)**

3 credits (1 lecture hour, 3 lab hours)

Prerequisite: ETD 1110 or equal

Introduces concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. Hands-on experience with AUTOCAD is the major part of the course.

**ETD 1461C MECHANICAL DESIGN I (AS)**

4 credits (2 lecture hours, 2 lab hours)

Prerequisites: ETD 1110, ETD 1320

The objective of this course is to develop a proficiency in the fundamentals of basic mechanical design including: (1) machine tool and manufacturing processes, (2) tolerancing, (3) threads and fasteners, (4) descriptive geometry and (5) axonometric and oblique projections.

**ETD 1525C FABRICATION DRAFTING (AS)**

3 credits (2 lecture hours, 4 lab hours)

Prerequisite: EGS 1111C or instructor permission required.

Extends drafting techniques into industrial fields including sheet metal, welding, structural piping and topographical drafting.

**ETD 1528C MECHANICAL DESIGN II (AS)**

4 credits (2 lecture hours, 2 lab hours)

Prerequisite: ETD 1461C; Corequisite: ETD 2352C

The objective of this course is to develop proficiency in the fundamentals of mechanical design including (1) design concepts, (2) document and detail drawings and (3) integration and use of mechanical design computer software.

**ETD 1620C ELECTRICAL DRAFTING (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ETD 1110; Corequisite: ETD 1320

The objective of this course is to develop proficiency in the fundamentals of electrical drafting including (1) industrial controls, (2) electrical power field, (3) electrical drawings from architecture and (4) graphical data representation. Special fee required.

**ETD 1622 ELECTRONIC DRAFTING (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ETD 1110; Corequisite: ETD 1320

The objective of this course is to develop proficiency in the fundamentals of electronic drafting including: (1) device symbols, (2) wiring, cabling and chassis drawing, (3) flow and logic diagrams, (4) printed circuit boards, (5) schematic drawings, (6) microelectronic drawings.

**ETD 2331C AUTO LISP (AS)**

2 credits (2 lecture hours, 2 lab hours)

Prerequisites: ETD 1320C, ETD 2350C

Introduces use, programming and debugging AutoLISP programs.

**ETD 2332C CUSTOMIZING AUTOCAD (AS)**

2 credits (2 lecture hours, 2 lab hours)

Prerequisites: ETD 1320C, ETD 2350C

Operation, setup, editing, debugging menus, scripts, slides, fonts, hatch patterns and LISP routines. Includes DOS editors, flowcharting and debugging.

**ETD 2350C ADVANCED COMPUTER DRAFTING (AS)**

3 credits (1 lecture hour, 5 lab hours)

Prerequisite: ETD 1320C or equivalent experience.

Continuation of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical).

**ETD 2352C MODELING IN 3D (AS)**

2 credits (3 lecture hours, 1 lab hour)

Prerequisites: ETD 1320C, ETD 2350C

How to define, setup, modify and analyze 3D models in AUTOCAD focusing on AME commands and supplied routines. (8 week express term)

**ETD 2355C THREE-DIMENSIONAL CAD (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: ETD 1320 and ETD 2350

Specializes in drawing three-dimensional objects, surfaces and models with computers and AUTOCAD Software Release 12 The AUTOCAD user coordinate system, dimensional mesher and multiple view of object will be stressed.

**ETD 2377C 3D STUDIO MAX I (AS)**

3 credits (2 lecture hours, 2 lab hours)

3D Studio Max represents a comprehensive introduction to image creation and animation. The student will learn how to create complex models, apply material to objects, place lights and cameras, render images and animation.

**ETD 2378C 3D STUDIO MAX II (AS)**

3 credits (2 lecture hours, 2 lab hours)

3D Studio Max II expands on the rendering and animation foundation established in 3D studio Max I. This course takes special note of what is important for modeling and texturing architectural and mechanical models, characters, engineering visualization, virtual reality and Internet Web sites.

**ETD 2455C MACHINE/MECHANICAL DRAFTING (AS)**

3 credits (2 lecture hours 4 lab hours)

Prerequisite: EGS 1111C

Principles, practices and standards of machine drafting applied to industrial processes. Topics include jog and fixture design; punch and die set, gauging and a project.

**ETD 2801C TECHNICAL ILLUSTRATION (AS)**

3 credits (1 lecture hour, 5 lab hours)

Prerequisite: EGS 1111C or consent of instructor.

Translation of orthographic drawings into three-dimensional, pictorial representations including Axonometric drawings; perspectives and illustration techniques in shading, rendering and airbrush.

**ETG 2537C PROPERTIES AND TESTING OF MATERIALS (AS)**

4 credits (3 lecture hours, 2 lab hours)

Characteristics and physical properties of materials are investigated along with basic mechanics includes techniques on machines used for physical testing in industry. Topics include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds.

**ETI 1411C MANUFACTURING PROCESSES (AS)**

3 credits (2 lecture hours, 2 lab hours)

Covers manufacturing materials and manufacturing methods. Through lecture, demonstration and practical applications, various types of machine tools, tooling, measuring and inspection procedures are covered.

**ETI 2131: STATISTICAL PROCESS CONTROL (SPC) (AS)**

3 credits (3 lecture hours)

Principles for implementing SPC, philosophy of continuous improvement, critical reasons for controlling variation and concept of "process" and "systems." Emphasis on interpretation and applications. Techniques include run chart and histograms; X-bar, range control charts; problem-solving tools; attribute control charts; and individuals/moving range control charts.

**ETI 2133 ADVANCED STATISTICAL PROCESS CONTROL (AS)**

3 credits (3 lecture hours)

Prerequisite: Statistical Process Control (ETI 1131) or instructor permission required.

Advanced methods of Statistical Process Control include: process capability analysis, Cp and Cpk; "Six Sigma" analysis; standard devial charts; "Step" control charts; Target control charts; Moving Average control charts; Measurement (gauge) system variation control; and Introduction to Experimental Design. Use of "real world" examples is emphasized about applications and achieve proficiency.

**ETI 2633 INDUSTRIAL RELATIONSHIPS (AS)**

3 credits (3 lecture hours)

Practical understanding of union organization, industrial organization (large and small) and employer-employee relationships. Information on acquiring and holding an entry position including writing of personal data sheet.

**ETM 2315C HYDRAULICS AND PNEUMATICS (AS)**

3 credits (3 lecture hours)

Corequisite or Prerequisite: MAC 1114 or equivalent.

Theory of hydraulic and pneumatic transmission and control. Theory and applied laboratory demonstrations and experiments emphasize industrial applications utilizing hydraulics or pneumatics.

**FFP 1200 FIRE PREVENTION (AS)**

3 credits (3 lecture hours)

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis on engineering solutions to fire hazards; enforcing fire prevention; public relations as affected by fire prevention.

**FFP 1600 FIRE APPARATUS AND EQUIPMENT (AS)**

3 credits (3 lecture hours)

Fire-protection organization and equipment, basic fire-fighting tactics, public relations as affected by fire protection.

**FFP 1620 PRIVATE FIRE PROTECTION SYSTEMS (AS)**

3 credits (3 lecture hours)

The functions and general design principle of gaseous and solid particle suppression systems. A review of standards and principles of installation of detection, signaling and communication systems. A review of the principles, characteristics and limitations of extinguishing agents.

**FFP 1640 FIRE HYDRAULICS (AS)**

3 credits (3 lecture hours)

Review of mathematics, hydraulic laws and formulas applied to fire service. Application of formulas and mental calculation to hydraulic problems.

**FFP 2100 FIRE SERVICE ADMINISTRATION (AS)**

3 credits (3 lecture hours)

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. AIA grading schedule and maintenance of buildings and equipment.

**FFP 2101 ADVANCED FIRE SERVICE ADMINISTRATION (AS)**

3 credits (3 lecture hours)

For the fire service career employee who is seeking advancement in the administrative track, this course provides training in government budgeting and accounting. Interlocal agreements, privatization and consolidation, Florida Statutes 633, 447 and 401, state and federal OSHA standards, NFPA 1500, public personnel management and labor relations.

**FFP 2130 COMPANY OFFICER LEADERSHIP I (AS)**

3 credits (3 lecture hours)

Basic aspects of leadership including leadership style, communications, group dynamics, individual behavior, motivation and types of management used in fire service.

**FFP 2135 COMPANY OFFICER LEADERSHIP II (AS)**

3 credits (3 lecture hours)

Prerequisite: FFP 2130 Company Officer Leadership I or equivalent. Second of a two-part program in Principles of Leadership. Includes aspects of group dynamics, group behavior, motivation, planning and employee performance rating. Includes the topics of decision making and problem solving.

**FFP 2150 INSTRUCTIONAL METHODOLOGY (AS)**

3 credits (3 lecture hours)

Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures.

**FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1270

Enrollment limited to fire service and law enforcement agencies. Official identification required. Covers detection of point of origin of fire, cause and spread of fire, report writing, interviewing, arson detection, collection and applications of software and computer languages as they pertain to scriptwriting, storyboarding, production, scheduling and cost control, project inventory and graphics.

**FFP 2263 RESEARCH METHODOLOGY (AS)**

3 credits (3 lecture hours)

This course is a required technical core course in the AS degree-fire science curriculum. The course is designed to teach the career firefighter methods and procedures for researching and documenting information pertinent to job needs. Skills in gathering information, documentation, reviewing literature and writing will be taught. Research papers and oral presentations will be required.

**FFP 2300 RELATED FIRE CODES AND STANDARDS (AS)**

3 credits (3 lecture hours)

Prerequisite: FFP 1200

National, state and local laws and ordinances in fire prevention and protection.

**FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION (AS)**

3 credits (3 lecture hours)

Fundamental building construction and design, fire protection features and special considerations.

**FFP 2326 BLUE PRINT READING AND PLANS EXAMINATION (AS)**

3 credits (3 lecture hours)

Blue print reading and plans examination offered through the Florida State Fire College.

**FFP 2410 FIRE SERVICE TACTICS AND STRATEGIES (AS)**

3 credits (3 lecture hours)

Strategies for controlling emergency situations including fires inside buildings, high-rise fires, hazardous material incidents and mass casualty incidents.

**FFP 2500 HAZARDOUS MATERIALS FOR EMERGENCY OPERATIONS (AS)**

3 credits (3 lecture hours)

Basic hazardous materials identification, incident control techniques, personnel safety, environmental and basic chemistry.

**FFP 2501 HAZARDOUS MATERIALS FOR EMERGENCY OPERATIONS II (AS)**

3 credits (3 lecture hours)

A continuation of FFP 2500, the curriculum in this course delves into the identification of hazardous materials, their properties and modes of transportation of hazardous materials.

**FIL 1200 MOTION PICTURE AND TELEVISION PRODUCTION I (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101

New students study the filmmaking process from concept to completion with special emphasis placed on the relationship between various job categories and the 16mm camera. Special fees required.

**FIL 1620C COMPUTER APPLICATION FOR FILM, TELEVISION AND VIDEO (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: FIL 1200

Applications of software and computer languages as they pertain to script writing, story-boarding, production, scheduling and cost control, project inventory and graphics. Special fee required. Palm Beach Gardens only.

**FIL 2000 INTRODUCTION TO FILM COMMUNICATION (AA)**

3 credits (3 lecture hours)

This course will serve as an introduction to techniques and contributors of filmmaking. Film as 20th century communication, emphasizing formal elements, will be studied through analysis of feature-length films of different nations, styles, themes and genres.

**FIL 2100 WRITING FOR FILM AND TELEVISION (AA)**

3 credits (3 lecture hours)

Prerequisites: ENC 1101

A writing course covering scriptwriting as applied to film, television and video production. Additionally the course provides an opportunity for students to present their scripts before an audience.

**FIL 2202C MOTION PICTURE AND TELEVISION PRODUCTION II (AS)**

4 credits (1 lecture hour, 6 lab hours)

Prerequisite: FIL 1200, FIL 2271C, FIL 2272C, FIL 2273C, FIL 2275C and FIL 2211C

Through demonstrations and lectures given by an instructor and professional film and television personnel, the student will develop the competencies related to film and television production. This film production course provides an opportunity for students to demonstrate the knowledge and skills obtained through participation in the Film, Television and Video Technology program. The students will participate as crew members in the production of a student or professional film or video project. Special fee required. Palm Beach Gardens only.

**FIL 2211C EDITING AND POST-PRODUCTION (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1200

This course is designed to acquaint students with the techniques and other aspects of aesthetics of video and film editing. Emphasis is placed on both visual and audio post production. Special fee required. Palm Beach Gardens only.

**FIL 2211L EDITING AND POST-PRODUCTION INTERNSHIP (AS)**

1 credit (2 lab hours)

Prerequisite: FIL 2211C

This course is designed to provide hands-on experience in the competencies of video and film editing. Demonstrations will be given to familiarize the student with the equipment and techniques used in post-production. Special fee required. Palm Beach Gardens only.

**FIL 2271C CAMERA TECHNIQUES (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1200

This course introduces the competencies expected to successfully operate video and film cameras. This course is offered through a series of lectures, demonstrations and laboratory sessions. Special fee required. Palm Beach Gardens only.

**FIL 2271L CAMERA INTERNSHIP (AS)**

1 credit (2 lab hours)

Prerequisites: FIL 2271C

This course is designed to provide experience in the competencies of film and video camera operation. Demonstrations will be given as to the execution of shooting activities using standard industry camera equipment. Special fee required. Palm Beach Gardens only.

**FIL 2272C LIGHTING TECHNIQUES (AS)**

3 credit (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1200

A study of film and video lighting techniques, practices and equipment, including lighting theory, power distribution systems and color theory. Special emphasis is placed on working as part of the film and video production crew. Special fee required. Palm Beach Gardens only.

**FIL 2272L LIGHTING INTERNSHIP (AS)**

1 credit (2 lab hours)

Prerequisites: FIL 2272C

This course is designed to provide hands-on experience in the execution of lighting for film or video production. Emphasis is on the equipment, hanging, placing, gelling and reading of lighting plots. Demonstrations will be given as to what lighting is required in various scenes. Special fee required. Palm Beach Gardens only.

**FIL 2273C GRIPPING (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: FIL 1200

This course will teach the basics of the grip craft through a series of sessions that include lectures, demonstrations and labs. Special fee required.

**FIL 2273L GRIPPING INTERNSHIP (AS)**

1 credit (2 lab hours)

Prerequisites: FIL 2273C

This course is designed to provide work experience in the area of gripping or utility. Emphasis is placed on the proper use and maintenance of the equipment. Special fee required. Palm Beach Gardens only.

**FIL 2275C SOUND (AS)**

3 credit (1 lecture hour, 4 lab hours)

Prerequisite: FIL 1200

This course focuses on the theory and practice of production and post-production film and video sound. Special emphasis is placed on working as part of the film production crew. Special fee required. Palm Beach Gardens only.

**FIL 2275L SOUND INTERNSHIP (AS)**

1 credit (2 lab hours)

Prerequisite: FIL 2275C

This course is offered to provide work experience in the area of sound production for film or video. Emphasis will be placed on equipment operations. Special fees required. Palm Beach Gardens only.



**FIL 2400 HISTORY OF MOTION PICTURES (AA)**

3 credits (3 lecture hours)

This course introduces the student to the evolution of the motion picture through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during various periods in the history of film.

**FIL 2932 THE BUSINESS OF FILM, TELEVISION AND VIDEO (AA)**

1 credit (1 lecture hour)

Prerequisite: FIL 1200

This course introduces the student to the basic principles of business as they apply to film, television and video production. The course introduces basic entertainment contracts and following trends through research and reading industry publications. Palm Beach Gardens only.

**FIN 2100 PERSONAL FINANCE (AS)**

3 credits (3 lecture hours)

This course provides a survey of the areas of personal economic problems with which all individuals must contend in our society. Topics will guide students toward obtaining favorable results in buying on credit, borrowing money, using bank services, investing savings, selecting insurance coverages, home orienting, investing in stocks and bonds, income tax planning, retirement planning, estate planning, wills and trusts.

**FOL 1170-1179 FIELD TRIP/STUDY-INTERNATIONAL (AA)**

Variable credit

Travel-study courses introduce other cultures.

**FOS 1201 FOOD SERVICE SANITATION (AS)**

2 credits (2 lecture hours)

Basic sanitation principles and applications covering management of a sanitary environment, regulations, standards and accident prevention.

**FRE 1120 ELEMENTARY FRENCH I (AA)**

4 credits (4 lecture hours)

Develops the natural progression of language acquisition by focusing on four skills: listening, speaking, reading and writing. Introduction to target culture is also an integral component of the course.

**FRE 1121 ELEMENTARY FRENCH II (AA)**

4 credits (4 lecture hours)

Prerequisite: FRE 1120 or equivalent.

Continuation of FRE 1120.

**FRE 2200 INTERMEDIATE FRENCH I (AA)**

3 credits (3 lecture hours)

Prerequisite: FRE 1121 or equivalent

In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation.

**FRE 2201 INTERMEDIATE FRENCH II (AA)**

3 credits (3 lecture hours)

Prerequisite: FRE 2200 or equivalent

Continuation of FRE 2200 Advanced grammar and composition are enhanced through translating, writing of themes and conversing. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of France.

**FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I (AA)**

3 credits (3 lecture hours)

Prerequisite: FRE 1121 or equivalent

Develops conversational skills, intensive oral practice and vocabulary building.

**FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II (AA)**

3 credits (3 lecture hours)

Prerequisite: FRE 2240 or equivalent.

Develops conversational skills, intensive oral practice and vocabulary building.

**FSS 1100 MENU PLANNING AND MERCHANDISING (AS)**

3 credits (3 lecture hours)

Menu planning design, pricing with knowledge of proper advertising and merchandising of the food-service facility.

**FSS 1210C ELEMENTS OF FOOD SCIENCE AND TECHNIQUE (AS)**

3 credits (2 lecture hours; 2 lab hours)

This course provides basic information on characteristics of foods, principles of food selection, techniques of preparation and meal management. The course objective is to obtain skills and information needed to maximize nutrition, time and cost control in food handling. Lake Worth only.

**FSS 1220 PROFESSIONAL COOKING I (AS)**

2 credits (2 lecture hours)

Corequisite or Prerequisite: FOS 1201; Corequisite: FSS 1220L.

Basic terms, tools and techniques are to be taught with the professional kitchen in mind.

**FSS 1220L PROFESSIONAL COOKING I (AS)**

1 credit (1 lab hour)

Corequisite: FSS 1220

Basic terms, tools and techniques are to be taught with the professional kitchen in mind.

**FSS 1221C QUANTITY FOOD PRODUCTION I (AS)**

4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1210C or FSS 1220C

Practical experience in handling tools, materials and equipment includes food preparation and menu planning for large numbers of people with emphasis on institutional cooking, recipe conversions, production sheets, food costing and recipe-file development.

**FSS 1222C QUANTITY FOOD PRODUCTION II (AS)**

4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1221C

Continuation of FSS 1221C. Students spend time as managers and production personnel. Proper management skills, production and planning are emphasized.

**FSS 1270 UNDERSTANDING WINE AND SPIRITS (AS)**

3 credits (3 lecture hours)

Overview of the wine and spirits trade beginning with basics of growing grapes and making wine, how to taste effectively, read and understand wine labels and geography. Beers, brews and art of brewing are covered. Sales, merchandising and retail security are discussed.

**FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT (AS)**

3 credits (3 lecture hours)

Covers food service management industry operations, stressing fundamentals of organization, methods of planning, organizing, scheduling, training, labor and cost control. Development and use of departmental forms will be analyzed. Principles of sanitation and safety will be included.

**FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY (AS)**

3 credits (3 lecture hours)

Emphasis on selection and specification requirements for purchasing food including fruit, vegetables, meats and grocery items; food-service standards and specifications, food items and paper and alcoholic beverages will be discussed.

**FSS 2246C BAKING (AS)**

4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1220C or instructor permission required.

Fundamentals of baking involving preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties and torten. Proper use and care of equipment, sanitation and hygienic work habits and conformance with health laws are emphasized.

**FSS 2248C PASTRY AND GARDE MANGER I (AS)**

4 credits (2 lecture hours, 4 lab hours)

Corequisite or Prerequisites: FSS 1210C, FSS 1221C

Basic garde manger principles including functions and duties of the department as it relates to other kitchen operations. Focus is on specialty work including buffet decorations, understanding equipment and area planning.

**FSS 2249C PASTRY AND GARDE MANGER II (AS)**

4 credits (2 lecture hours, 4 lab hours)

Prerequisite: FSS 1210C, FSS 1221C and FSS 2248C

Stresses specialty work of the garde manger, including tallow, ice sculpting, center pieces, buffets and decorations, aspic and chaud froid work. Buffet planning and production are discussed.

**FSS 2500 FOOD AND BEVERAGE COST CONTROL (AS)**

3 credits (3 lecture hours)

Cost control systems of hotels and restaurants in purchasing, allocation and use of foods and beverages for profitable operations. (3 lecture hours)

**GCO 2230 PUMPING AND IRRIGATION SYSTEMS (AS)**

3 credits (3 lecture hours)

Irrigation principles and equipment used in horticulture including water requirements of plants, design and layout, pumps and valves, installation, trouble shooting and job estimating for residential and commercial sites.

**GCO 2405 ADVANCED TURF CULTURE I (AS)**

3 credits (3 lecture hours)

Prerequisite: ORH 2220

Students are provided with in-depth knowledge and skills for the intensive management of golf-course turf. Cultural practices used on golf courses along with budgeting, environmental sensitivity and tournament preparation are emphasized.

**GCO 2406 ADVANCED TURF CULTURE II (AS)**

3 credits (3 lecture hours)

Prerequisite: ORH 2220, GCO 2405

This second course in advanced turf culture provides an in-depth study of golf course pest management and irrigation systems.

**GEB 1011 INTRODUCTION TO BUSINESS (AA)**

3 credits (3 lecture hours)

Objectives include: (1) give beginning business student an opportunity to learn about business in its entirety before studying each of its parts intensively, (2) develop a technical vocabulary for use in later courses and in reading business periodicals, (3) acquire a better understanding of the workings of the free enterprise system and (4) identify career opportunities.

**GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION (AA)**

3 credits (3 lecture hours)

Introduction to cultural and world geography through a study of selected regions. Ecological and conservation problems are emphasized with an explanation of geographical materials and uses. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (See Chapter 2-Admissions, Placement Test Scores Chart, before enrolling in this General Education course.) Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application are required. Requires a grade of "C" or better for AA degree credit. Distance-learning section may be available.

**GER 1120 ELEMENTARY GERMAN I (AA)**

4 credits (4 lecture hours)

Focusing on conversational patterns, this course emphasizes modern German as a spoken, written and read language. Grammatical discussions are kept minimal as a communicative approach dominates. In-class discussions, cultural and literary readings and optional e-mail and German chat brings alive the Germanic culture. Optional Internet component and Honors credit available. Lake Worth only.

**GER 1121 ELEMENTARY GERMAN II (AA)**

4 credits (4 lecture hours)

Prerequisite: GER 1120 or equivalent

Continuation of GER 1120. Speaking, listening, reading and writing German continue as the course is taught in German by mid-semester. Students will converse, read and write on a wide range of culturally relevant topics. Optional Internet component and Honors credit available.

**GER 2200 INTERMEDIATE GERMAN I (AA)**

3 credits (3 hours lecture)

Prerequisite: GER 1121 or equivalent

Taught in German, GER 2200 is an in depth analysis of intermediate conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will converse on free-flow and focused topics and will write personal and business letters, memos and advanced e-mail. Optional Internet component and Honors credit available.

**GER 2201 INTERMEDIATE GERMAN II (AA)**

3 credits (3 lecture hours)

Prerequisite: GER 2200 or equivalent.

Taught in German, GER 2201 is an in depth analysis of advanced conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will be able to converse (on the phone as well as in class) on a wide spectrum of topics. Students will write creatively in German. Optional Internet component and Honors credit available.

**GER 2240 INTERMEDIATE CONVERSATIONAL GERMAN I (AA)**

3 credits (3 lecture hours)

Prerequisite: GER 1121 or equivalent (2 years high school German).

Students develop conversational skills, intensive oral practice and vocabulary building. The main objective is to increase oral proficiency. May be taken before or after GER 2241.

**GER 2241 INTERMEDIATE CONVERSATIONAL GERMAN II (AA)**

3 credits (3 lecture hours)

Prerequisite: GER 1121 or equivalent (2 years high school German).

Develops conversational skills, intensive oral practice and vocabulary building. The main objective is to increase oral proficiency. May be taken before or after GER 2240.

**GEY 2000 GERONTOLOGY (AS)**

3 credits (3 lecture hours)

A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation and criminal victimization. Also included are the Older Americans Act, the Area Councils on Aging and Multi-purpose Human Services Resources (local, state and national). The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services.

**GLY 1000 DESCRIPTIVE GEOLOGY (AA)**

3 credits (3 lecture hours)

Materials, structure and surface of Earth and processes which produced or shaped them. Laboratory exercises, demonstrations and field trips are included. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.

**GRA 0402 BUSINESS MATHEMATICS FOR COMMERCIAL ART (PSAV)**

50 clock hours

The student will apply mathematics skills to business applications: banking, sales records, percentages, finance charges, payroll and taxes. Statistics, as they apply to marketing a target population will be covered. The student will prepare financial statements, review types of insurance, bonds and understand compound interest. Students will track a stock portfolio through the duration of the class. Pension plans and annuities will be discussed.

**GRA 0405 HISTORY OF GRAPHIC DESIGN (PSAV)**

30 clock hours

A history of graphic communication, covering the evolution of graphic design over the past decade. The field of graphic design is a vital component of each culture and period in human history and in this study students will see a panorama of people and events unfold.

**GRA 0406 PRINT HISTORY AND FORMATS (PSAV)**

20 clock hours

This course is designed to show the student how printing had its start and how it has been developed to meet different needs in the printing market. Typographic terms will be linked to traditional letterpress printing.

**GRA 0412 PHOTOGRAPHY FOR COMMERCIAL ART (PSAV)**

93 clock hours

This course will teach students basic photography skills including how to operate a single lens reflex 35 mm camera with manual adjustments, how to compose a picture and how to develop film.

**GRA 0417 PROFESSIONAL DEVELOPMENT FOR COMMERCIAL ART (PSAV)**

15 clock hours

In this course the student will learn basic job hunting skills. Students will prepare a resume, prepare for a job interview, write a cover letter and present their portfolio.

**GRA 0418 ART MARKETING (PSAV)**

60 clock hours

This course will help students prepare for the job market. Students will learn the importance of self-promotion, the how-tos of self-promotion and will create a self-promotional piece.

**GRA 0419 MARKETING FOR THE FREELANCE ARTIST (PSAV)**

30 clock hours

Tips, techniques and procedures for starting up and running a successful creative-services business.

**GRA 0422 WINDOWS FOR COMMERCIAL ART (PSAV)**

70 clock hours

This is an introduction to the use of Windows. Lessons will include: customizing the desktop, file management, controlling applications and navigation of control panels and accessories operations and scanning.

**GRA 0423 BASIC MAC TROUBLESHOOTING SKILLS (PSAV)**

70 clock hours

This course is designed to provide students with an understanding of how to solve common problems encountered while using computers. Students will gain troubleshooting skills for Macintosh computers.

**GRA 0425 INTERNSHIP BASICS FOR COMMERCIAL ART (PSAV)**

30 clock hours

This course will prepare the student to use the Internet for electronic communication. Students will learn how to get connected to the Internet, use e-mail, attach files, forward files, save and forward links, establish a home page, set browser preferences, perform research using search engines and create a personal web page for self promotion. The student will also study copywrite law as it applies to downloading and the use of images and reference materials.

**GRA 0426 ADVANCED INTERNET SKILLS FOR COMMERCIAL ART (PSAV)**

70 clock hours

This course is designed to provide students with skills that will enable them to download files from the Internet, find and use information from a bulletin board and gain a basic understanding of web page design.

**GRA 0433 WEB DESIGN FOR COMMERCIAL ART (PSAV)**

50 clock hours

The student will be able to create a home page with links using basic HTML and software. The student will be instructed in the use of hexadecimal color and saving formats appropriate for web design. The student will use Dreamweaver and Simpletext to design web pages.

**GRA 0441 GRAPHIC REPRODUCTION (PSAV)**

93 clock hours

This course is designed to explain and demonstrate the conventional methods used to produce printed products. This course will include: an introduction to safety in the workplace, graphic measurements, color proofing, prepress activities, process camera work, photo modification, graphic film processing, layout and imposition, stripping, an explanation of substrates and inks, finishing and binding techniques.

**GRA 0444 SILKSCREENING (PSAV)**

60 clock hours

The student will be shown how to assemble a stencil for silkscreen printing and then print out illustrations and typographic designs using the photo silkscreening technique on a variety of substrates. The student will prepare the stencil and transfer the emulsion to the screen. The student will get an overview of the commercial art printing processes: flexography, letterpress and gravure and lithography. Students will take a field trip to a commercial screen printing company. The student will also examine the safety requirements of a commercial silkscreen shop.

**GRA 0447 TECHNICAL WRITING FOR COMMERCIAL ART (PSAV)**

50 clock hours

This course is designed to instruct students in communication skills in the classroom and on the job. Lessons will concentrate on interpreting and verbal instructions, developing an outline, writing memoranda, directions or instructions and descriptions; presenting visual information, composing business letters, preparing a resume and writing a proposal.

**GRA 0448 COPY EDITING (PSAV)**

125 clock hours

The responsibilities of a copy editing include: proofreading existing copy, applying typographical formats and style attributes: size, style, spacing. A copy editor must be able to download documents into varied formats and understand printing as well as graphic trade terminology. The copy editor must be proficient in a desktop program, able to import and output documents, create text conversion. A copy editor must be able to create and apply style sheets to word processed documents.

**GRA 0456 COLOR THEORY FOR COMMERCIAL ART (PSAV)**

30 clock hours

This course is designed to teach the student color theory. The student will learn how to calibrate color between the monitor, scanner and printer. The student will learn how to keep color consistent throughout a project.

**GRA 0458 PREFLIGHT (PSAV)**

70 clock hours

This course is designed to provide students with an understanding of the terminology and practices used in the electronic prepress industry. Students will learn how to prepare files for film output and to minimize potential file problems. Students will visit industry sites to observe practices firsthand.

**GRA 0461 ILLUSTRATION (PSAV)**

70 clock hours

The student will begin by learning the basics of freehand drawing, its tools, techniques and media. The student will learn how to reproduce these drawings using the computer and vector based software. The student will also learn to conceptualize ideas in storyboard format.

**GRA 0465 DIGITAL ILLUSTRATION (PSAV)**

70 clock hours

This course is designed to provide students with skills that will enable them to edit basic graphics and to prepare them for print. Students will become familiar with the prepress process, Adobe Illustrator and will learn fundamental design principles using traditional, digital and contemporary methods of execution.

**GRA 0480 PROJECT MANAGEMENT (PSAV)**

20 clock hours

This course will help students prepare for the managerial side of the graphic design field by teaching them the ills of scheduling jobs and giving accurate quotes for work performed.

**GRA 0491 VINYL SIGNMAKING (PSAV)**

60 clock hours

The class will cover the principles of sign design which are meant to guide the professional in attaining a successful end product. Topics such as sign location and visibility, the message, letter size, color, type style, logo or graphics, layout and special effects will be considered. Knowledge of the materials used in sign making will be discussed. Learn about the products used in the vinyl sign industry. Become acquainted with all the possible variations of this particular type of material. Become familiar, too, with the variety of surfaces you can apply the vinyl product to such as: metal, plastic, sign blanks and laminated banners, corrugated plastic sheets, MDO (Medium Density Overlay) plywood, glass windows, vehicle surfaces and magnetic media. The student will learn to operate a desktop vinyl cutter with compatible computer software.

**GRA 0496 CORELDRAW (PSAV)**

125 clock hours

This course is designed to provide students with skills in layout in single and multi-page documents. Students will learn to apply typographic formats to columns, create headers/footers. Students will be able to save files in a variety of formats and publish files to PDF and web, control the flow of text, control kerning and leading, import and export images.

**GRA 0497 PHOTOSHOP FOR COMMERCIAL ART (PSAV)**

70 clock hours

This course is designed to provide students with skills that will enable them to manipulate digital images using Adobe Photoshop software. Students will learn how to use a digital camera, how to scan images into the computer and how to download images. Students will then work in Photoshop to manipulate these images.



**GRA 0498 QUARKXPRESS FOR COMMERCIAL ART (PSAV)**

70 clock hours

This course is designed to provide students with an understanding of traditional art design and QuarkXPress software. Students will use this understanding to design advertising posters, using both hand-rendered methods and QuarkXpress.

**GRA 1530C TYPOGRAPHY I (AS)**

3 credits (2 lecture hours, 2 lab hours)

An introduction to selection and use of typefaces and lettering styles for aesthetics and readability. Includes historical development of the alphabet and type design; type classification; methods and terminology of typesetting and printing; computer concepts; guidelines for good typographic practice; experience in setting display type and solving display type problems. Field trips.

**GRA 1531 TYPOGRAPHY II (AS)**

3 credits (3 lecture hours)

Prerequisite: GRA 1530C, GRA 2800C

How to achieve results far superior to ordinary computerized typesetting. Experience in setting text and display type; logo and trademark design; techniques in specifying type; copy fitting; proofreading; and persuading decision makers. Also includes organization and operation of advertising agencies and introduction to papers used in printing.

**GRA 2800C INTRODUCTION TO MACINTOSH GRAPHICS (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1210C, ART 1300C

Introductory course in Macintosh computer graphics for AS Design Programs. Students wishing to complete this course for transfer to upper division should confirm the transferability with the intended college. For students in the AS Graphic Design program, this is the first in a sequence of computer graphics courses required for graduation. Special fee required.

**GRA 2808C MACINTOSH ADOBE ILLUSTRATOR I (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2800C or permission.

This introductory course provides instruction in the use of Adobe Illustrator software as applied to the Macintosh computer. This course is recommended for those who are pursuing the AS degree in Graphic Design. Special fee required.

**GRA 2809C MACINTOSH ADOBE ILLUSTRATOR II (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2808C or permission of department chair.

This intermediate course provides instruction in the application of Adobe Illustrator software to enhance and/or update working knowledge. Assignments will be made which will expand upon the information gained through enrollment in GRA 2808C.

**GRA 2811C MACINTOSH ADOBE PHOTOSHOP I (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2800C or permission of department chair.

This introductory course provides instruction in the use of Adobe Photoshop software as applied to the Macintosh computer. The course is recommended to those who are pursuing the AS degree in Graphic Design.

**GRA 2812C MACINTOSH ADOBE PHOTOSHOP II (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2811C

This intermediate course provides instruction in the application of Adobe Photoshop software to enhance and/or update working knowledge. Assignments will be made which will expand upon the information gained through enrollment in GRA 2811C.

**GRA 2814C MACINTOSH QUARKXPRESS I (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2800C

This introductory course is a desktop publishing course for those seeking experience in typesetting and layout for the publishing industry. This course is of great importance to those in the AS degree program in Graphic Design.

**GRA 2815C MACINTOSH QUARKXPRESS II (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: GRA 2814C

This intermediate course serves both as an update of electronic publishing skills and as a course which provides further involvement with a difficult but rewarding program. Those employed in the publishing field will be able to improve their basic knowledge.

**GRA 2940 GRAPHIC DESIGN INTERNSHIP (AS)**

3 credits (5 lab hours)

Prerequisite: All other Graphic Design courses required for AS 01-011 program. A 3.0 minimum GPA in major coursework and approval of department chair.

Upon becoming employed by a graphic design firm, the intern works in a studio setting such as a printshop, advertising agency, advertising department, etc of a large company or in a commercial printing business and is involved in duties associated with the graphic arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours to secure credit for the internship.

**HCP 0001 HEALTH SCIENCE (PSAV)**

78 clock hours

This course provides a basic overview of the health care delivery system and the roles of the different health care team members. The student will be introduced to concepts and principles common to all health careers. The curriculum includes CPR for the health care provider. Liability insurance required.

**HCP 0100 NURSING ASSISTANT (PSAV)**

75 clock hours

Prerequisite: HSC 0003

This segment introduces the student to the overall concept of practical nursing, problem solving, responsibilities and role in the interrelationships of various disciplines of the health team and verbal, non-verbal and written communications. The content addresses people of various ages and cultures, establishes a foundation of nursing skills that extends the students understanding of his/her role in giving patient care in a variety of situations with patients of all ages and prepares the student to take the state nursing assistant certification exam. Liability insurance required.

**HCP 0300 HOME HEALTH AIDE (PSAV)**

50 clock hours

Prerequisites: HSC 0003, HCP 0100

This course introduces the student to the concept of the management of the patient in the home which includes physical comfort and safety, nutrition and legal and ethical responsibilities. Liability insurance required.

**HCP 0620 PATIENT CARE ASSISTANT (PSAV)**

75 clock hours

Prerequisites: HSC 0003, HCP 0100, HCP 0300

This course introduces the student to required patient care skills related to the hospital setting for both pre-operative care and post-operative care. Liability insurance required.

**HEV 0105 CDA MODULE I (PSAV)**

40 clock hours

The first module of the Child Development Associate (CDA) program introduces the student to the CDA credentialing process. The student will receive formal instruction in these competencies: professionalism, health and safety and the learning environment. The student will also prepare a Professional Resource File.

**HEV 0151 CDA MODULE II (PSAV)**

40 clock hours

Prerequisite: HEV 0150

The second module of the CDA program focuses on the following competencies: physical and cognitive development, language development and communications skills and creative development. The student will continue preparing the Professional Resource File with observations of children in the candidate's own classroom.

**HEV 0152 CDA MODULE III (PSAV)**

40 clock hours

Prerequisite: HEV 0151; Corequisite: HEV 0160

This third module in the CDA program covers the following competencies: profile management, family relationships and strategies to support social and emotional development. CDA observation course (HEV 0160) is required during this module. Prior to registering for Module III, students will provide documentation of all requirements.

**HEV 0160 CDA OBSERVATION (PSAV)**

2 clock hours

This observation is a required component of the CDA credential in the state of Florida and for the national credential. This observation of the candidate by an early childhood professional will be conducted during Module III. Areas of competency observed correspond to the curriculum competencies in all three modules.

**HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS (AS)**

3 credits (3 lecture hours)

Historical development of the hospitality business; compare present scope of the business at the national, state and county level; differentiate departmental and job responsibilities in hotels and restaurants.

**HFT 1630 MANAGEMENT OF SECURITY IN HOSPITALITY BUSINESS (AS)**

3 credits (3 lecture hours)

This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection and outlines OSHA regulations that apply to lodging properties. Lake Worth only.

**HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY (AS)**

3 credits (3 lecture hours)

Provides basic knowledge of tourism-related concepts and practical experience for the hospitality industry.

**HFT 1850C DINING ROOM MANAGEMENT (AS)**

3 credits (2 lecture hours, 4 lab hours)

Corequisite or Prerequisite: FOS 1201

A blend of theory and application. In the classroom, proper dining room procedures for director of service, dining room captain, waiter/waitress and dining room attendant. In the laboratory hospitality management training center, the student performs, on rotation, functions and responsibilities of each position including procedures for different types of service (plate service, family style, buffet service, platter service, cart service, banquet type and others); purchase and maintenance of chinaware, glassware, silverware and linen, wine and beverage service, sanitation and safety and in-service management.

**HFT 1949C Co-OP: HOSPITALITY MANAGEMENT I (AS)**

3 credits (1 lecture hour, 10 lab hour)

Prerequisite: program leader permission

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine objectives or on-the-job hospitality management assignment. Student is evaluated by teacher-coordinator and immediate supervisor.

**HFT 2220 PERSONNEL MANAGEMENT PRACTICE (AS)**

3 credits (3 lecture hours)

Basic principles and analysis of managerial problems, including job analysis methods, selection, control and supervision of personnel including work plans and schedules, labor and cost control, legal requirements and safety controls.

**HFT 2300 HOUSEKEEPING MANAGEMENT (AS)**

3 credits (3 lecture hours)

A survey course providing a general understanding of the organization, duties and administration of institutional housekeeping includes interior decoration, purchase of furniture, carpeting, linens and supplies.

**HFT 2410 HOTEL-MOTEL-FRONT OFFICE AND PROCEDURES (AS)**

3 credits (3 lecture hours)

Study of functions, procedures and organization of front office department in a medium and large hotel. Emphasis on reservations and front-office psychology.

**HFT 2434 CLUB MANAGEMENT (AS)**

3 credits (3 lecture hours)

Basic management of clubs and resorts. Covers private and semi-private clubs and resorts and the differences in managing a club versus restaurants or hotels.

**HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS (AS)**

3 credits (3 lecture hours)

The study of marketing principles associated with the promotion of lodging and food service businesses.

**HFT 2949C Co-OP: HOSPITALITY MANAGEMENT II (AS)**

3 credits (1 lecture hour, 10 lab hour)

Prerequisite: HFT 1949C, program leader permission. Continuation of HFT 1949C.

**HLP 1081 PHYSICAL FITNESS I (AA)**

1 credit (2 lab hours)

Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included.

**HLP 1083 ESSENTIALS OF WELLNESS I (AA)**

1 credit (1 lecture hour)

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module I focuses on basic information and beginning development of wellness plans for individuals.

**HLP 1087 ESSENTIALS OF WELLNESS II (AA)**

1 credit (1 lecture hour)

Prerequisites: HLP 1083

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of wellness plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module II focuses on using the basic concepts, exploring special population needs and managing a wellness plan.

**HLP 1088 ESSENTIAL OF WELLNESS III (AA)**

1 credit (1 lecture hour)

Prerequisites: HLP 1087

This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module III focuses on integrating community resources with individual/group wellness plans and evaluating their effectiveness and incorporating necessary modifications.

**HMV 0002 CAREERS IN FOOD SERVICE (PSAV)**

40 clock hours

This course presents different food service employment opportunities. It prepares the student to successfully complete a job search, application and interview within the food service industry. Lake Worth only.

**HMV 0010 CUSTOMER SERVICE (PSAV)**

60 clock hours

Prerequisite: HMV 0002

This course covers principles of waiting on customers, billing customers and basic math skills, clearing and setting tables and various serving styles. Customer service operations and skills are presented. Lake Worth only.

**HMV 0100 PRODUCE PREPARATION (PSAV)**

50 clock hours

Prerequisite: HMV 0140

This course introduces basic cooking principles with emphasis on preparation and presentation of fruit, vegetable, salad and salad dressings. Student can obtain employment as salad worker and kitchen helper. Lake Worth only.

**HMV 0101 STOCK, SOUP AND SAUCE PREPARATION (PSAV)**

200 clock hours

Prerequisite: HMV 0103.

This course teaches the student to identify, select, store, prepare, present and use stock, soup and sauces. It builds knowledge for quantity food preparation and cooking techniques. Students may seek employment as a cook helper or cook. Lake Worth only.

**HMV 0103 MEAT, POULTRY AND FISH PREPARATION (PSAV)**

200 clock hours

Prerequisite: HMV 0107.

This course teaches the student to identify, select, store, prepare and present meats, poultry and fish products. It expands the student's knowledge of basic cooking technique and prepares them for employment as a kitchen helper or cook. Lake Worth only.

**HMV 0107 BREAKFAST AND STARCH PREPARATION (PSAV)**

300 clock hours

Prerequisite: HMV 0113.

This course teaches the student to identify, select, prepare and store dairy, egg and starchy products for the production of breakfast foods. It prepares students to obtain employment as a breakfast and short-order cook. Lake Worth only.

**HMV 0108 BAKESHOP (PSAV)**

290 clock hours

Prerequisite: HMV 0431

This course covers basic baking and dessert preparation. After completion, students may seek employment as a pastry cook or baker's helper. Lake Worth only.

**HMV 0110 SAFETY AND SANITATION (PSAV)**

75 clock hours

Prerequisite: HMV 0010

This course provides an overview of housekeeping operations and skills and prepares students to obtain employment as a steward. The development of skills for environmental safety and sanitation are emphasized. Lake Worth only.

**HMV 0113 KITCHEN TOOLS AND EQUIPMENT (PSAV)**

125 clock hours

Prerequisite: HMV 0100

This course teaches the student to identify and correctly utilize kitchen tools and equipment and prepares students to obtain employment as a utility cook. Lake Worth only.

**HMV 0140 QUANTITY FOOD TECHNIQUES (PSAV)**

50 clock hours

Prerequisite: HMV 0110

This course introduces the student to quantity food techniques. Emphasis is placed on preparation and presentation of hot and cold sandwiches, hors d'oeuvres and garnishes, as well as buffet food services. It introduces the student to employment as a salad worker. Lake Worth only.

**HMV 0431 BUSINESS SKILLS (PSAV)**

50 clock hours

Prerequisite: HMV 0101

This course introduces basic business and entrepreneurial skills for food service workers. Topics include menu planning, cost control and budgeting. The roles and characteristics of a manager, supervisor and business owner are presented. Lake Worth only.

**HSC 0003 HEALTH CONCEPTS (PSAV)**

90 contact hours

This course provides an overview of the health care delivery system. Content will include health occupations, roles and responsibilities of the health care team, consumer rights, legal and ethical guidelines, communication skills, safety and security procedures, infection control and knowledge of blood borne diseases. Liability insurance required.

**HSC 1000 INTRODUCTION TO HEALTH CARE (AS)**

2 credits (2 lecture hours)

Corequisite: HSC 1000L

This course prepares the student for study in the allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, universal precautions, CPR, medical terminology, risk management and the study of health care regulation and systems.

**HSC 1000L INTRODUCTION TO HEALTH CARE LAB (AS)**

1 credit (2 lab hours)

Companion to HSC 1000 through the introduction of core technical skills for health occupations. Includes basic skills like: therapeutic communications, transfer procedures, mobility, vital sign measurements, OSHA guidelines including hand washing, medical and surgical asepsis (including gloving), calculation of medical/science math, employment skills and CPR

**HSC 1010 INTRODUCTION TO DEVELOPMENTAL CONCEPTS FOR HEALTH CARE PROVIDERS (AS)**

2 credits (2 lecture hours)

This course is designed to introduce the student to an overview of the general principles and processes of normal human growth and development. The student will be exposed to developmental concepts as they relate to specific age groupings, from conception through death. Health care implications and adaptations for health care providers will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be identified in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on their use in health care situations.

**HSC 1400 STANDARD FIRST AID AND CPR (AS)**

1 credit (2 lab hours)

Provides skills meeting certification requirements by the American Red Cross; includes CPR certification.

**HSC 1593 AIDS: A HUMAN CONCERN (AA)**

3 credits (3 lecture hours)

All the dimensions of this pandemic crisis are addressed with specific insights on how AIDS directly and indirectly affects all, lay persons and (allied) health care professionals alike. Included are clinical manifestations (prevention and testing), psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political, epidemiological and economic implications. Special fee required.

**HSC 2100 HEALTH CONCEPTS AND STRATEGIES (AA)**

3 credits (3 lecture hours)

Covers knowledge that applies to the promotion of good health of the individual, family and society. Emphasis is on various health needs defined as the physical, emotional, social, spiritual and intellectual aspects. Emphasis is placed upon stress management, disease prevention, fitness, nutrition and the development of an effective wellness lifestyle. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course.) Special fee required.

**HSC 2133 HUMAN SEXUALITY EDUCATION (AA)**

3 credits (3 lecture hours)

Course provides scientific knowledge about sexuality which enables the application and promotion of good health. For self, family and society. Emphasis is on human sexual biological systems and responses, reproduction and birthing/ control, gender identify/role, sexuality through the life cycle, sexual relationships and sexual values, sexual dysfunction/therapy and sexually transmitted diseases.

**HSC 2140 DRUG EDUCATION (AA)**

3 credits (3 lecture hours)

Licit and illicit, use, misuse and abuse of drugs on human behavior and society engender major social (institutional) problems. The impact on individual lives, health costs and social consequences is staggering. Included are the biological and historical information about drugs and scientific aspects of their pharmacological effects on mind and body.

**HSC 2204 COMMUNITY HEALTH EDUCATION (AA)**

3 credits (3 lecture hours)

HSC 2100 recommended.

This course is an introduction to the nation's community health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of varied programs, (county, state and federal) topical treatment of major contemporary health problems and the relatedness of health education and community functions.

**HSC 2531 MEDICAL TERMINOLOGY (AS)**

3 credits (3 lecture hours)

Preparation for health-related vocations with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined and use of medical dictionary and related sources are emphasized.

**HUN 1001 INTRODUCTORY NUTRITION (AS)**

3 credits (3 hours lecture)

This course is designed as an introductory course for students not majoring in a health care field. The course focuses on increasing students' knowledge and understanding of basic nutrition concepts and developing skills that will enable students to make healthful decisions about nutrition. Lake Worth only.

**HUN 1201 ELEMENTS OF NUTRITION (AA)**

3 credits (3 lecture hours)

This course explores the metabolism of nutrients and the incorporation of nutritional principles into practical guidelines for health, weight management and sound food choices throughout the human life cycle. Emphasis is placed on evaluating dietary intakes and nutritional practices. The changing nutritional scene and areas of controversy are reviewed.



**HUN 1501 COMMUNITY NUTRITION (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: HUN 1201

This course utilizes knowledge of normal nutrition; skills in communications; socioeconomic influences; and familiarity with community resources to educate and motivate individuals and groups to improve their nutritional status. Lake Worth only.

**HUS 1001 INTRODUCTION TO HUMAN SERVICES (AS)**

3 credits (3 lecture hours)

This course provides an introduction and orientation to the field of Human Services. The history, current concepts and roles of beginning professionals, community services and agencies are examined. The knowledge, ethics, skills and attitudes necessary to the field of Human Services are discussed. The student will demonstrate knowledge, ethical principles, skill and attitudes in practical application using the process of analysis and research of client needs and agency services.

**HUS 1100 COUNSELING AND INTERVIEWING (AS)**

3 credits (3 lecture hours)

Prerequisite: PSY 2012

This course teaches skills, knowledge and attitudes for counseling, interviewing and problem solving as used in therapy. A combination of teaching techniques is used including demonstration, exercises, one-on-one practices, reading assignment and fieldwork. The students will learn and practice problem-solving techniques which help the client identify problems and work systematically for solutions. Interviewing is taught as a component of the counseling process. Active listening, reflecting, questioning, summarizing, problem-solving, starting a session and ending a session are taught in this course.

**HUS 1200 PRINCIPLES OF GROUP DYNAMICS (AS)**

3 credits (3 lecture hours)

Prerequisite: PSY 2012

A course designed to help students increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications and problem-solving.

**HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON (AS)**

3 credits (3 lecture hours)

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role-playing and critique are part of this instruction. Both individual and group counseling techniques are taught.

**HUS 1850 FIELDWORK IN HUMAN SERVICES I (AS)**

2 credits (2 lecture hours)

Prerequisite: HUS 1100 or HUS 1200 or HUS 2520

This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

**HUS 1850L FIELDWORK IN HUMAN SERVICES I INTERNSHIP (AS)**

3 credits (9 lab hours)

Prerequisite: HUS 100 or HUS 1200 or HUS 2520; Corequisite: HUS 1850

Each student is assigned to a human services agency for six hours weekly, for 16 weeks. Students are supervised by the instructor and personnel of the Human Services program. On-the-job training includes interviewing and counseling clients and their families; assessment and planning; monitoring and observation; problem-solving; participating in group and individual therapy; intervention and treatment; and linking clients with community resources.

**HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE (AS)**

3 credits (3 lecture hours)

Prerequisite: PSY 2012

An overview of current approaches to psychological counseling and psychotherapy including psychoanalysis, client-centered, Gestalt, transactional analysis, reality therapy, behavior therapy and rational-emotive therapy. The course examines basic issues in counseling and psychotherapy, including ethical issues. Emphasis is on both the theory and practical applications of the various approaches.

**HUS 2851 FIELDWORK IN HUMAN SERVICES II (AS)**

2 credits (2 lecture hours)

Prerequisite: HUS 1850

Continuation of HUS 1850. This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

**HUS 2851L FIELDWORK IN HUMAN SERVICES II INTERNSHIP (AS)**

3 credits (9 lab hours)

Prerequisite: HUS 1100 or HUS 1200 or HUS; Corequisite: HUS 2851

This is a second module of fieldwork to enable each student to participate in another area of "learning by doing," or on-the-job training.

**IDH 2105 THE ART OF PUBLIC DELIBERATION AND COMMUNITY BUILDING - HONORS COURSE (AA)**

3 credits (3 lecture hours)

This Honors course is designed to teach and give students experience in practicing the art of public deliberation and community building. The academic portion of the course will explore several methods and interdisciplinary perspectives from the social sciences, communications, journalism and the humanities. The service learning or experiential part of the course will involve students in training for and conducting study circles or forums on current issues that involve local, state, national or international conflicts. A minimum 3.5 overall GPA is required.

**IDS 2109 CLAST REVIEW COURSE (AA)**

3 credits (3 lecture hours)

Prerequisite: Thirty (30) semester hours of college credit courses including 15 of the 18 hours required under the Gordon Rule of competencies tested on the state-mandated CLAST.

This course is intended as a review of the competencies tested on the state mandated CLAST examination. Topics will include the Essay, English Writing, Reading and Computation subtests on the CLAST exam. Graded Passing or Not Passing (P or N).

**IND 1025C FUNDAMENTALS OF COLOR AND DESIGN (AS)**

3 credits (2 lecture hours, 2 lab hours)

This course will provide the student with competency in two-dimensional design, three-dimensional design and basic color design. Concepts about representation, expression, composition, color, form, light, structure and function will be explored through project-based learning. Lake Worth only. Special fee required.

**IND 1217C DESIGN STUDIO I (AS)**

3 credits (2 lecture hours, 2 lab hours)

Fundamentals of interior design analysis and elementary interior space problem solving. Emphasis will be given to basic design theory, design vocabulary and visual awareness of the built environment. Examination of significant interiors and furniture components will overview the design process. Lake Worth only. Special fee required.

**IND 1218C DESIGN STUDIO II (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: IND 1217C, IND 1404C

This course explores the needs and requirements of human residential and non-residential environments. It focuses on the design process concepts, space planning and furnishings, textiles and finish selection. Sketching, drafting and presentation techniques are reinforced. Lake Worth only. Special fee required.

**IND 1404C TECHNICAL DESIGN I (AS)**

3 credit hours (2 lecture hours, 2 lab hours)

Introductory course in mechanical drawing and graphic techniques utilized in the representation and study of architectural forms and interior environments. Includes lettering, floor plans, elevations, sections, perspectives and isometric drawings using various paper-based media. Lake Worth only. Special fee required.

**IND 1935 BUILDING AND BARRIER FREE CODES (AS)**

3 credit hours (3 lecture hours)

Prerequisites: IND 1218C, IND 2424C

This course addresses contract documents and building interior systems that apply to the interior environment. Building standards and barrier-free codes are examined as performance criteria for interior design. Lake Worth only. Special fee required.

**IND 2100 HISTORY OF INTERIORS I (AA)**

3 credits (3 lecture hours)

This course is designed to provide knowledge of the history of interiors, architecture, furniture and design philosophy from antiquity through the 19th century. Stylistic developments, significant structures, important people, social history and material culture are covered. Lake Worth only.

**IND 2130 HISTORY OF INTERIORS II (AA)**

3 credits (3 lecture hours)

This course is designed to provide knowledge of the history of interiors, architecture, furniture and design philosophy from the 20th century to the present. Stylistic developments, significant structures, important people, social history and material culture are covered. Lake Worth only.

**IND 2227C DESIGN STUDIO III (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: IND 1218C, IND 1935, IND 2424C

Strategic facilities planning of non-residential environments. Emphasis on programming analysis, schematic design, space planning, human factors, technical issues, furniture and material selection and final presentation with attention to environmental needs and building codes. Lake Worth only. Special fee required.

**IND 2228C DESIGN STUDIO IV (AS)**

3 credit hours (2 lecture hours, 2 lab hours)

Prerequisites: IND 2227C, IND 2431C

This course requires the advanced interior design student to utilize all previously learned design skills to produce and understand comprehensive non-residential design projects. Emphasis is on programming, special analysis, code restrictions, furniture selection and budget limitations. Lake Worth only. Special fee required.

**IND 2313C INTERIOR DESIGN GRAPHICS (AS)**

3 credits (2 lecture hours, 2 lab hours)

Corequisite: IND 1025C, IND 1217C, IND 1404C

This course is designed to develop graphics skills that provide the interior designer the ability to evolve, externalize and communicate spatial concepts. One and two points perspective drawings, material delineation, tonal investigation, compositional and presentation techniques are included. Special fee required. Lake Worth only.

**IND 2424C TECHNICAL DESIGN II (AS)**

3 credit hours (2 lecture hours, 2 lab hours)

Prerequisites: IND 1217C, IND 1404C

This course covers intermediate technical aspects of material, structure and mechanical systems. The focus is on architectural construction, finish materials, millwork and specifications. Drafting and working drawings are emphasized. Lake Worth only. Special fee required.

**IND 2429 TEXTILES FOR INTERIORS (AS)**

3 credits (3 lecture hours)

Prerequisite: IND 1218C, IND 2424C

This course covers textile products available for use in residential and commercial interiors. It reviews government regulations, fire codes, test methods, performance standards, installation procedures and maintenance practices applying to interior textile products. Lake Worth only. Special fee required.

**IND 2431C INTERIOR LIGHTING (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: IND 1218C, IND 2424C

This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems, in residential and non-residential applications. Emphasis on lighting and electrical plans, reflected ceiling plans, measurements and acoustics. Special fee required. Lake Worth only.

**IND 2460C CAD FOR INTERIORS I (AS)**

3 credit hours (1 lecture hour, 4 lab hours)

Prerequisites: IND 1218C, IND 2424C

This course is an introduction to computer aided design as it applies in the field of architecture and interior design. It includes computer concepts, current hardware and software and their application in the solving of residential and commercial design and architectural problems. Lake Worth only. Special fee required.

**IND 2463C CAD FOR INTERIORS II (AS)**

3 credit hours (1 lecture, 4 lab hours)

Prerequisite: IND 2460C

This course is a continuation of the study of CAD and the use of image processing, two-dimensional drawing and three-dimensional modeling of building interiors. Lake Worth only. Special fee required.

**IND 2505 PROFESSIONAL PRACTICES (AS)**

3 credit hours (3 lecture hours)

Prerequisites: IND 2227C, IND 2431C

This course covers business principles and practices, marketing strategies, project management and contract documents. It will also study legal aspects, marketing strategies, professional ethics and career planning. Lake Worth only. Special fee required.

**IND 2930C SPECIAL TOPICS IN DESIGN (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: IND 2227C, IND 2424C, IND 1935

Comprehensive design solutions are developed for larger scale spaces and special topics, such as historic preservation, assisted-living, child-care facilities and other special needs. Programming, design development, building codes and formal presentation are emphasized. Freehand drafting and CAD skills are utilized. Lake Worth only. Special fee required.

**IND 2941C INTERIOR DESIGN INTERNSHIP (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: Instructor permission required.

This course will prepare the student to enter the professional world of interior design. The student will acquire experience by actually working in a professional interior design business and under proper guidance will experience various aspects of the professional world. Lake Worth only.

**INR 2002 INTERNATIONAL RELATIONS (AA)**

3 credits (3 lecture hours)

Prerequisites: POS 1001 or POS 2041 and/or ECO 2013 or consent of instructor.

An introduction to the dynamics of global politics. An analysis and application of current theories about international relations. It looks closely at influences on the international political agenda, as well as the settlement of international political conflicts. It focuses attention on the issues that face international leaders, such as military security in the nuclear era, trade and the international political economy, environmental threats, human rights abuses, refugees, the drug trade and other international crime and terrorism.

**INR 2015 INTRODUCTION TO GLOBAL STUDIES (AA)**

3 credits (3 lecture hours)

Introduces the realities of current global problems; changing demographic patterns, food and energy resources, structure of international relations emphasizing development of global perspectives for sophisticated citizens.

**IPM 1301 PESTICIDES (AS)**

3 credits (3 lecture hours)

Introduction to role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological and economic principles are emphasized. Classification, action, toxicity, registration procedures and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide and Rodenticide Act are studied.

**ISS 1949C Co-op SOCIAL SCIENCE TRAINING I (AA)**

3 credits (1 lecture hour, 10 lab hours)

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. Student and teacher-coordinator determine objectives for on-the-job social science assignments. Student is evaluated by the teacher-coordinator and immediate supervisor.

**ISS 2949C Co-op SOCIAL SCIENCE TRAINING II (AA)**

3 credits (1 lecture hour, 10 lab hours)

Continuation of ISS 1949C.

**ITA 1120 ELEMENTARY ITALIAN I (AA)**

4 credits (4 lecture hours)

Develops the natural progression of language acquisition by focusing on four skills: listening, speaking, reading and writing. Introduction to the target culture is also an integral component of the course.

**ITA 1121 ELEMENTARY ITALIAN II (AA)**

4 credits (4 lecture hours)

Prerequisite: ITA 1120

Continuation of ITA 1120.

**JOU 1100 SPECIALIZED NEWS WRITING (AA)**

3 credits (3 lecture hours)

Prerequisite: MMC 1100 or permission of department chair;

Corequisite: ENC 1101 or ENC 1121

This course is designed to teach the student basic ways to improve his/her reporting skills learned in MMC 1100, Basic News Writing for Mass Media or in other comparable course(s). Topics will include, but are not restricted to, investigative reporting, feature writing for newspapers and magazines, public affairs reporting and editorial/column writing.

**LIS 1002 ELECTRONIC ACCESS TO INFORMATION (AA)**

1 credit (1 lecture hour)

This course will examine electronic services that are available for accessing information resources such as books, journals, library holdings, newspapers, databases, e-mail and electronic conferences and bulletin boards.

**LIS 2004 INTRODUCTION TO INTERNET RESEARCH (AA)**

1 credit (1 lecture hour)

This course will present skills necessary for searching the Internet successfully. The course will review the parts of the Internet that are important for accessing information necessary for Gordon Rule papers, essays, or research reports. The course will demonstrate how information retrieved on the Internet should be evaluated for its content and credibility and will stress the development of critical thinking skills.

**LIT 1370 THE BIBLE AS LITERATURE (AA)**

3 credit hours (3 lecture hours)

This course is intended to introduce the students to different literary styles as found in the Old Testament, beginning with selected portions from the Five Books of Moses, the Prophets and the Writings. The course will expose students to the impact that the language of the Biblical passages have on man's understanding of both the literal and interpretive meaning of the content.

**LIT 2090 CONTEMPORARY LITERATURE (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

The study of major writers and literary trends since 1945 focuses on students' own time and place in the world paired with critical reading of important contemporary works of literature and writing about those works. The course fulfills general education requirement for literature. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (See Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.) Written work: 3,000 words.

**LIT 2110 WORLD LITERATURE BEFORE THE RENAISSANCE (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Selected literary texts of the ancient, medieval and Renaissance periods to 1600 are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (See Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.) Written work: 3,000 words.

**LIT 2120 WORLD LITERATURE AFTER THE RENAISSANCE (AA)**

3 credits (3 lecture hours)

Prerequisite: ENC 1101 or ENC 1121

Selected literary texts of the Enlightenment, the Romantic period, the period of Realism and Naturalism and the modern era are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart) before enrolling in this General Education course. Written work: 3,000 words.

**MAC 1105 COLLEGE ALGEBRA (AA)**

3 credits (3 lecture hours)

Prerequisites: A grade of "C" or better in MAT 1033. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Emphasizes radicals, exponents, complex numbers, linear and quadratic equations and inequalities and absolute value. New topics include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions and systems of equations and inequalities.

**MAC 1114 TRIGONOMETRY (AA)**

3 credits (3 lecture hours)

Prerequisite: A grade of "C" or better in MAC 1140 or MAC 1105. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Topics include trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers and analytic geometry (the conic sections).

**MAC 1140 PRECALCULUS (AA)**

3 credits (3 lecture hours)

Prerequisites: a suitable score on the placement test together with two years of high school algebra or a "C" or higher in MAC 1105. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Topics include relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and the Binomial Theorem.

**MAC 2233 SURVEY OF CALCULUS (AA)**

3 credits (3 lecture hours)

Prerequisite: A grade of "C" or better in MAC 1105 or MAC 1140 preferred. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.) Not open to students who have credit in MAC 2311.

Rates of change, derivatives and integration with applications to business are studied.

**MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I (AA)**

4 credits (4 lecture hours)

Prerequisite: A grade of "C" or better in MAC 1140 and MAC 1114. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications.

**MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II (AA)**

4 credits (4 lecture hours)

Prerequisite: A grade of "C" or better in MAC 2311. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications and infinite series.

**MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III (AA)**

4 credits (4 lecture hours)

Prerequisite: A grade of "C" or better in MAC 2312. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration and line integrals.

**MAN 1949A Co-op BUSINESS I (AS)**

3 credits (1 lecture hour, 10 lab hours)

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job mid-management assignment. Student is evaluated by teacher-coordinator and immediate supervisor.



**MAN 1949B Co-OP BUSINESS II (AS)**

3 credits (1 lecture hour, 10 lab hours)  
Continuation of MAN 1949A.

**MAN 2021 PRINCIPLES OF MANAGEMENT (AS)**

3 credits (3 lecture hours)  
Study of principles of management, planning, organizing, staffing and controlling applicable to production, personnel, marketing, finance, government, education, agriculture and armed forces.

**MAN 2800 SMALL BUSINESS MANAGEMENT (AS)**

3 credits (3 lecture hours)  
In-depth analysis of principles of starting and managing a small business. Included are business and managerial functions of how to organize, staff, direct and control business areas of sales, production, purchasing, finance and personnel.

**MAP 2302 DIFFERENTIAL EQUATIONS (AA)**

3 credits (3 lecture hours)  
Prerequisite: A grade of "C" or better in MAC 2312. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)  
Topics include ordinary differential equations, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks and inverse transforms.

**MAR 2011 PRINCIPLES OF MARKETING (AS)**

3 credits (3 lecture hours)  
This course places emphasis on marketing-strategy planning. The topics covered include: the micro role in society and its macro role in business, the external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing the marketing mix of product, place, promotion and price.

**MAT 0012 BASIC ALGEBRA I**

3 institutional credits (3 hours lecture)  
This course provides a transition from arithmetic to algebra and shows the relevancy of mathematics in everyday life and in the workplace. Students review whole numbers, fractions, decimals and percents and develop skills using algebraic variables, terms and equations. Graded Passing or Not Passing (P or N). Special fee required.

**MAT 0020 BASIC ALGEBRA II**

3 institutional credits (3 lecture hrs)  
Prerequisite: College Placement Test (CPT) score above 32 or successful completion of MAT 0012  
This course provides a solid foundation in algebra for the purpose of preparing students for credit mathematics courses. It covers equations, inequalities, polynomials, graphing, rational expressions and radicals with real applications integrated throughout. Graded Passing or Not Passing (P or N). Special fee required.

**MAT 1033 INTERMEDIATE ALGEBRA (AA)**

3 credits (3 lecture hours)  
Prerequisite: Successful completion of MAT 0020  
This course prepares students for MAC 1105. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT 1033 is NOT a Gordon Rule course and does NOT satisfy part of the math requirement for graduation.

**MCB 2010 MICROBIOLOGY (AA)**

3 credits (3 lecture hours)  
Prerequisite: BSC 1085 OR BSC 1010 Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Chapter 2 - Admissions, Placement Test Scores Chart. before enrolling in this General Education course.) Study of microorganisms with emphasis on pathogens. Characteristics, control and genetics of microorganism and defense mechanisms of the host are stressed.

**MCB 2010L MICROBIOLOGY LABORATORY (AA)**

1 credit (2 lab hours)  
Corequisite: MCB 1000. Required college preparatory courses must be successfully completed prior to enrollment in this course.  
Laboratory to accompany MCB 1000

**MEA 0270 MEDICAL OFFICE PROCEDURES I (PSAV)**

30 contact hours  
Prerequisite: HIM 0650  
This course is an introduction to the roles and responsibilities of the medical office assistant. The primary focus will be on front office functions such as appointment scheduling, patient interaction, medical records and medical office automation. Legal and ethical issues related to medical assisting as a profession will also be discussed.

**MEA 0271 MEDICAL OFFICE PROCEDURES II (PSAV)**

30 contact hours  
Prerequisite: MEA 0270  
This course is a continuation of the roles and responsibilities of the medical office assistant. The primary focus will be on advanced medical office administrative functions and work-based simulation activities.

**MGF 1106 LIBERAL ARTS MATHEMATICS (AA)**

3 credits (3 lecture hours)  
Prerequisites: Successful completion of MAT 0020 or and one year of high school algebra and passing score on the placement exam. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)  
This course will give students some of the mathematical and computational skills essential for success in the liberal arts areas as well as in real-life situations. It will give the liberal arts students the essential skills needed in the areas of probability and statistics, sets, logic and geometry and prepare them for these areas on the CLAST.

**MGF 1107 FINITE MATHEMATICS (AA)**

3 credits (3 lecture hours)  
Prerequisite: MAT 1033 or equivalent. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)  
This course will give students some of the mathematical and computational skills essential for success in the liberal arts area as well as in real-life situations. This course will include selected topics from Financial Mathematics, Linear and Exponential Growth, Numbers and Number Systems, History of Mathematics, Number Theory, Graph Theory and Voting Techniques.

**MGF 1109 RATIO AND PROPORTION (AA)**

1 credit (1 lecture hour)  
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test.  
This module is a study of ratio, proportion and variations, fractions, decimals and conversion of metric system, with medical application including medical abbreviations, medication dosages and intravenous medications.

**MGF 1111 GEOMETRY (AA)**

1 credit (1 lecture hour)  
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test.  
This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement.

**MGF 1112 LOGIC (AA)**

1 credit (1 lecture hour)  
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test.  
This module involves an analysis of sentence structure and truth values. It includes valid and invalid arguments and methods of proof.

**MGF 1118 CLAST MATHEMATICS REVIEW (AA)**

1 credit (1 lecture hour)  
This course is a review of the competencies tested on the state-mandated CLAST examination. Topics include Arithmetic, Geometry, Logic and Statistics from the computational subtest of the CLAST examination. Required for students needing mathematics remediation for the CLAST examination. Graded Passing or Not Passing. (P or N)

**MKA 1041 PRINCIPLES OF RETAILING I (AS)**

3 credits (3 lecture hours)  
A study of the principles, procedures and techniques of retailing, buying, pricing merchandise and of determining consumer demand. Particular attention will be given to the problems of when and how to buy and sources of supply. The organization and function of major divisions in retail establishments are studied to promote and understanding of the varied responsibilities and activities of buyers.

**MKA 1511 ADVERTISING (AS)**

3 credits (3 lecture hours)  
This course has been planned for students wanting strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising and the actual execution of advertising.

**MKA 2021 SALESMANSHIP (AS)**

3 credits (3 lecture hours)  
This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections and closing the sales, dealing with the legal, social, ethical and personal responsibilities of the salesperson and the nature and scope of sales management.

**MKA 2042 PRINCIPLES OF RETAILING II (AS)**

3 credits (3 lecture hours)  
Prerequisite: MKA 1041  
Principles of Retailing II covers retail product merchandising including basic merchandise knowledge; display; men's, women's and children's inner and outer apparel items; and home goods.

**MKA 2752 INTERNATIONAL MARKETING (AS)**

3 credits (3 lecture hours)  
Basic marketing principles presented from an international point of view. Covers pricing, advertising methods and channels of distribution on an international level. Students make actual visit to a foreign corporation. Classroom work before and after the overseas trip will be required.

**MKO 0102 HUMAN RELATIONS I (PSAV)**

15 clock hours  
This introductory course explores the characteristics and concepts necessary to being an effective and emphatic listener, to transmitting positive attitude to customers, as well as understanding how to manage objectives and extending courtesy in the customer service environment.

**MKO 0103 COMMUNICATIONS I (PSAV)**

18 clock hours  
This course will explore the barriers to effective communication, examine verbal and nonverbal communication, as well as help the student differentiate between various styles of communications. Emphasis will be placed on active listening skills, verbal articulation, diction and enunciation for effective communication.

**MKO 0104 CONFLICT RESOLUTION I (PSAV)**

18 clock hours  
This course is designed to give the student an insight into the difference between conflict and confrontation. The student will understand the two primary reasons for conflict, specify the steps necessary to cooperative resolution and define what can be done to better manage conflict in the workplace.

**MKO 0106 MATH FUNDAMENTALS (PSAV)**

15 clock hours  
This course will review the fundamentals of mathematics as it relates to the customer service industry. It will cover addition, subtraction, multiplication, division, decimals and fractions without math anxiety.

**MLO 0090 MICROCOMPUTERS FOR HEALTH PROFESSIONALS (PSAV)**

12 clock hours  
This course introduces the health care worker to personal computer hardware and software with an emphasis on hands-on and common business applications including spreadsheet and word processing.

**MMC 1000 SURVEY OF MASS MEDIA (AA)**

3 credits (3 lecture hours)  
This course is structured to enrich the students' understanding of the American mass media system and its influence on social, political, economic and cultural agenda. Topics include media impact, ownership and control, organizational structure and a basic history of the media. Lake Worth only.

**MMC 1100 BASIC NEWS WRITING FOR MASS MEDIA (AA)**

3 credits (3 lecture hours)  
Prerequisite: ENC 1101 or ENC 1121  
This course is designed primarily for beginners of news reporting, but seasoned reporters will also benefit from its contents. Topics include information gathering and processing, strategies of interviewing, basic and hard news lead composition, basic story structure. Lake Worth only.

**MMC 1949C MASS MEDIA INTERNSHIP I (AA)**

3 credits (1 lecture hour, 10 lab hours)

Prerequisite: MMC 1100 or JOU 1100

This course is set up to allow the student to demonstrate in a practical, professional manner what he/she has been taught in the classroom. The hands-on experience will be gained on the job through an internship arrangement with a local establishment. Lake Worth only.

**MMC 2949C MASS MEDIA INTERNSHIP II (AA)**

3 credits (1 lecture hour, 10 lab hours)

Prerequisite: MMC 1100 or JOU 1100

This course is a continuation of MMC 1949C. It will allow the student to spend an additional semester for more on-the-job experience as an intern with a local establishment. Lake Worth only.

**MNA 2100: HUMAN RELATIONS (AS)**

3 credits (3 lecture hours)

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing this objective. Among the topics studied are motivation, morale, productivity, organization, communications, work and incentives, leadership and the executive and their roles.

**MNA 2303 INTRODUCTION TO PUBLIC PERSONNEL****MANAGEMENT (AS)**

3 credits (3 lecture hours)

Prerequisite: POS 2112 or instructor permission required.

Concentrates on the major issues facing the manager of public employees including selection and promotional process, performance appraisal systems, labor relations, employee rights and concerns of public sector employment.

**MNA 2345 PRINCIPLES OF SUPERVISION (AS)**

3 credits (3 lecture hours)

Overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor.

**MSS 0250 MASSAGE THERAPY I (PSAV)**

270 clock hours

Prerequisite: HSC 0003

The content includes, but is not limited to, the theory and practice of massage, practice and demonstration, hygiene, ethics, history, massage law, medical terminology, human anatomy and physiology, neurology, Pathology I-(basic), consultation, Myology I- (introduction to muscles and their movement). Liability insurance required.

**MSS 0260 MASSAGE THERAPY II (PSAV)**

490 clock hours

Prerequisites: HSC 0003, MSS 0250

The content includes, but is not limited to, the practice of massage therapy, student clinic, Myology II, Pathology II, hydrotherapy, bodywork modalities and business and marketing and field trips. Liability insurance required.

**MTB 0372 MATH FOR HEALTH PROFESSIONALS (PSAV)**

45 contact hours

This course provides instruction in the practical application of math concepts as needed for employment in the health care system.

**MTB 1103 BUSINESS MATHEMATICS I (AS)**

3 credits (3 lecture hours)

Information and applications in business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities.

**MTB 1104 BUSINESS MATHEMATICS II (AS)**

3 credits (3 lecture hours)

Prerequisite: MTB 1103.

Information and applications in business situations involving more advanced topics in accounting analysis, corporate finance, statistics and business analysis.

**MTB 1304 GRAPHING CALCULATOR (AS)**

1 credit hour (1 lecture hour)

Prerequisite: MAT1033 or appropriate placement score.

This course is designed to instruct students in the use of the graphing calculator. Topics include skill and application problems in College Algebra, Precalculus, Statistics and Calculus. Students must provide the recommended calculators with accompanying manuals.

**MTS 0211 ANATOMY AND PHYSIOLOGY (PSAV)**

30 clock hours

Introduction to gross concepts of anatomy and physiology which will be useful to persons working with medical records or in the physician's office. This course should be taken before Medical Terminology.

**MUC 2301 INTRODUCTION TO ELECTRONIC MUSIC I (AA)**

3 credits (3 lecture hours)

Introduction to basic hardware components (tape recorder, mixer, synthesizer, computer) and functions in electronic music.

**MUC 2302 INTRODUCTION TO ELECTRONIC MUSIC II (AA)**

3 credits (3 lecture hours)

Co-Requisite/Prerequisite: MUC 2301 or instructor permission required. Continuation of MUC 2301. Includes techniques of sound mixing, sequencing and sampling.

**MUE 2440 STRING TECHNIQUES (AA)**

1 credit (2 lab hours)

Basic instruction in string instruments. (It is recommended that music education majors have instruction in one of the following: a) violin; b) viola; c) cello; d) string bass).

**MUH 2018 HISTORY AND APPRECIATION OF JAZZ (AA)**

3 credits (3 lecture hours)

Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered. Includes principles in how to listen to jazz.

**MUL 1010 MUSIC APPRECIATION (AA)**

3 credits (3 lecture hours)

Survey of historical periods of music development including styles, forms and composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music. The course offers credit in general education for all majors. Requires a "C" or better for transfer for AA degree credit. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course. Written work: 2,000 words.

**MUN 1021 R ELECTRONIC MUSIC ENSEMBLE (AA)**

1 credit (2 lab hours)

Prerequisites: 1) MUT 1112 [Theory 2] or equivalent; 2) MUC 2301 [Electronic Music or equivalent]; 3) Instructor permission required; 4) Owning a synthesizer is recommended; 5) MUT 1351 [Arranging I] is recommended; Corequisites: 1) MVK 2121A [Class Piano II] or equivalent; 2) MVK 1311 [Applied Piano-Freshman] or equivalent. A multi-keyboard ensemble utilizing electronic and various styles of popular music and original compositions are explored.

**MUN 1120 R CONCERT BAND (AA)**

1 credit (2 lab hours)

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.

**MUN 1210 R CONCERT ORCHESTRA (AA)**

1 credit (3 lab hours)

Provides opportunity for experience in playing orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. By cooperative agreement with Palm Beach Atlantic College.

**MUN 1310 R CONCERT CHORUS (AA)**

1 credit (3 lab hours)

Membership is open to all students. Students participate in the study and performance of choral music. May enroll for credit or audit.

**MUN 1410 R STRING ENSEMBLE (AA)**

1 credit (2 lab hours)

Prerequisite: Audition or instructor permission required. Study and performance of literature for string ensembles.

**MUN 1420 R WOODWIND ENSEMBLE (AA)**

1 credit (2 lab hours)

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the classical period through the twentieth century will be studied and performed.

**MUN 1430 R BRASS ENSEMBLE (AA)**

1 credit (2 lab hours)

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed.

**MUN 1440 R PERCUSSION ENSEMBLE (AA)**

1 credit (2 lab hours)

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the twentieth century will be studied and performed.

**MUN 1492 R GUITAR ENSEMBLE (AA)**

1 credit (2 lab hours)

Opportunity to play in guitar ensembles from duets to octets. Music taken from classical and jazz literature. Members are selected by audition.

**MUN 1710 R / MUN 2710 R JAZZ ENSEMBLE (AA)**

1 credit (2 lab hours)

Provides opportunities to become acquainted with the techniques and styles of contemporary popular music and jazz. Various sections include jazz trombone ensemble, jazz guitar ensemble, jazz combos, jazz band and big band. Members are selected by audition.

**MUN 1720 R TROUBADOURS (AA)**

1 credit (1 lecture hour, 3 lab hours)

This select ensemble provides vocal performers with instrumental accompanists and opportunities to perform contemporary sounds of folk, pop, jazz and rock music for the college, civic organizations and at area high schools. Members are selected by audition.

**MUN 2340 CHAMBER SINGERS (AA)**

1 credit (2 lab hours)

Prerequisite: Membership by audition or instructor permission required. Study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers.

**MUN 2510 R PIANO VOCAL/INSTRUMENTAL ACCOMPANYING (AA)**

1 credit (2 lab hours)

Prerequisite: MVK 1311 (two semesters) or approval of piano faculty; Corequisite: MVK 2321. Accompanying vocal and instrumental students in rehearsal and performance.

**MUS 0010L MUSIC SEMINAR (AA)**

0 credit (1 lecture hour)

Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation are a requirement of students enrolled in applied music courses.

**MUT 1001 FUNDAMENTALS OF MUSIC (AA)**

3 credits (3 lecture hours)

Basic foundations of music including notation, scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. Preparatory course to MUT 1111 and MUT 1241.

**MUT 1111 MUSIC THEORY I (AA)**

3 credits (3 lecture hours)

Corequisite: MUT 1241

Begins with a short review of the basic foundations of music offered in MUT 1001. It consists of harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. University parallel course for students majoring in music

**MUT 1112 MUSIC THEORY II (AA)**

3 credits (3 lecture hours)

Prerequisite: MUT 1111 or equivalent; Corequisite: MUT 1242. Continuation of MUT 1111, Music Theory I and includes secondary chords, harmonizations of melodies, uses and practices of figured bass, proper usage of non-chord tones and diatonic seventh chords.



**MUT 1241 EAR TRAINING AND SIGHT SINGING I (AA)**

1 credit (2 lab hours)

Corequisite: MUT 1111 or equivalent

Includes aural dictation and provides a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on diatonic materials.

**MUT 1242 EAR TRAINING AND SIGHT SINGING II (AA)**

1 credit (2 lab hours)

Prerequisite: MUT 1241; Corequisite: MUT 1112

Continuation of MUT 1241.

**MUT 1351 JAZZ ARRANGING I (AA)**

3 credits (3 lecture hours)

Prerequisite: MUT 1112 or instructor permission required.

Study of arranging music in popular and jazz styles. Topics include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class.

**MUT 1352 JAZZ ARRANGING II (AA)**

3 credits (3 lecture hours)

Prerequisite: MUT 1351 or equivalent.

Continuation of MUT 1351.

**MUT 2116 MUSIC THEORY III (AA)**

3 credits (3 lecture hours)

Prerequisite: MUT 1112 or equivalent; Corequisite: MUT 2246

Continuation of MUT 1112 Music Theory II. Introduces chromatic vocabulary of Common Practice Period with use of Secondary Dominant Chords, Secondary Diminished Seventh Chords and Augmented Sixth Chords, Neapolitan Sixth Chords, Modal Change and Modulation.

**MUT 2117 MUSIC THEORY IV (AA)**

3 credits (3 lecture hours)

Prerequisite: MUT 2116 or equivalent; Corequisite: MUT 2247.

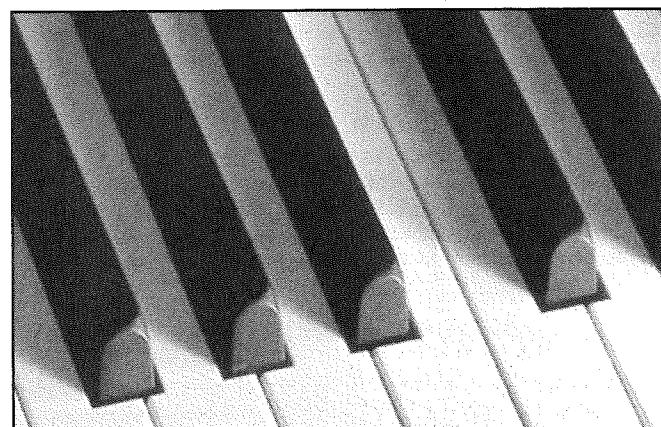
Continuation of MUT 2116, Music Theory III. Introduces extended tertian harmony and non-tertian harmony, post-common practice harmony, twelve-tone serialism and major forms.

**MUT 2246 EAR TRAINING AND SIGHT SINGING III (AA)**

1 credit (2 lab hours)

Prerequisite: MUT 1242; Corequisite: MUT 2116

Includes aural dictation and a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on chromatic materials.



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**MUT 2247 EAR TRAINING AND SIGHT SINGING IV (AA)**

1 credit (2 lab hours)

Prerequisite: MUT 2246; Corequisite: MUT 2117.

Continuation of MUT 2246.

**MUT 2641 INSTRUMENTAL IMPROVISATION (AA)**

1 credit (2 lab hours)

Prerequisite: MUT 1001 or instructor permission required.

Laboratory session involving application of scales, chords and melody to musical phrasing and expression in jazz.

**MUSIC APPLIED PRIVATE INSTRUCTION (AA)****(FRESHMAN/SOPHOMORE)**

Applied private lessons consist of one one-hour lesson per week, and are repeatable for credit. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. Private lessons in the Fall and Spring semesters are numbered in the 1300/2300 series and carry 2 credits. Private lessons in the Summer terms are numbered in the 1200/2200 series and carry 1 credit. The letter "R" will be added to the common course number for each applied music course indicating that the course is repeatable for credit, such as:

**BRASSES**

MVB 1311	Trumpet (AA)
MVB 1312	Horn (AA)
MVB 1313	Trombone (AA)
MVB 1314	Baritone Horn (AA)
MVB 1315	Tuba (AA)

**KEYBOARD**

MVK 1311	Piano (AA)
MVK 1313	Organ (AA)
MVK 1314	Jazz Piano (AA)

**PERCUSSION**

MVP 1311	Percussion (AA)
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**STRINGS**

MVS 1311	Violin (AA)
MVS 1312	Viola (AA)
MVS 1313	Cello (AA)
MVS 1314	String Bass (AA)
MVS 1315	Harp (AA)
MVS 1316	Classical Guitar (AA)
MVS 1317	Bass Guitar (AA)
MVS 1318	Jazz Guitar (AA)

**VOICE**

MVV 1311	Voice (AA)
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**WOODWINDS**

MVW 1311 R	Flute (AA)
MVW 1312 R	Oboe (AA)
MVW 1313 R	Clarinet (AA)
MVW 1314 R	Bassoon (AA)
MVW 1315 R	Saxophone (AA)

**(SOPHOMORE LEVEL)****BRASSES**

MVB 2321 R	Trumpet (AA)
MVB 2322 R	Horn (AA)
MVB 2323 R	Trombone (AA)

MVB 2324 R Baritone Horn (AA)

MVB 2325 R Tuba (AA)

**KEYBOARD**

MVK 2321 R	Piano (AA)
MVK 2323 R	Organ (AA)
MVK 2324 R	Jazz Piano (AA)

**PERCUSSION**

MVP 2321 R	Percussion (AA)
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**STRINGS**

MVS 2321 R	Violin (AA)
MVS 2322 R	Viola (AA)
MVS 2323 R	Cello (AA)
MVS 2324 R	String Bass (AA)
MVS 2325 R	Harp (AA)
MVS 2326 R	Classical Guitar (AA)
MVS 2327 R	Bass Guitar (AA)
MVS 2328 R	Jazz Guitar (AA)

**VOICE**

MVV 2321	Voice (AA)
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**WOODWINDS**

MVW 2321 R	Flute (AA)
MVW 2322 R	Oboe (AA)
MVW 2323 R	Clarinet (AA)
MVW 2324 R	Bassoon (AA)
MVW 2325 R	Saxophone (AA)

**MVB 1211 R / 2221 R APPLIED TRUMPET (FRESHMAN/SOPHOMORE) (AA)**

1 credit (1 lab hour)

Prerequisite: Music major or with special permission.

Private trumpet instruction, given during the Summer A and Summer B terms. Instruction is for sixty (60) minutes each week and will be arranged by the instructor.

**MVJ 1213 R / 2223 R APPLIED JAZZ GUITAR, SECONDARY INSTRUMENT, FIRST YEAR/SECOND YEAR (AA)**

1 credit (1 lab hour)

Prerequisite 1213R: Acceptance in the core curriculum for music majors. Prerequisite MVS 2228R: MVS 1218R, or equivalent.

Private jazz guitar instruction, given during the Summer A and Summer B terms. Instruction is for sixty (60) minutes each week and will be arranged by the instructor.

**MVK 1111 A CLASS INSTRUCTION - PIANO I (AA)**

1 credit (2 lab hours)

Class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading.

**MVK 1111 B CLASS INSTRUCTION - PIANO II (AA)**

1 credit (2 lab hours)

Prerequisite: MVK 1111A or equivalent.

Continuation of MVK 1111A with attention to intermediate level keyboard literature and developing skills such as reading, technique, harmonization and transposition.

**MVK 1210 R / MVJ 2220 R APPLIED JAZZ PIANO, SECONDARY INSTRUMENT, FIRST YEAR/SECOND YEAR (AA)**

1 credit (1 lab hour)

Prerequisite for 1210R: An acceptable performance level, to be determined by an audition; and acceptance in the core curriculum for music majors

Prerequisite for MVJ 2220R: MVK 1210R, or an acceptable performance level, to be determined by an audition; and acceptance in the core curriculum for music majors.

Private jazz piano instruction, given during the Summer A and Summer B terms. Instruction is for sixty (60) minutes each week and will be arranged by the instructor. Instruction is directed to individual problems and needs.

**MVK 1211 R / 2221 R APPLIED PIANO, SECONDARY INSTRUMENT, FIRST AND SECOND YEAR (AA)**

1 credit (1 lab hour)

Prerequisite for 1211R: An acceptable level, to be determined by an audition; and acceptance in the core curriculum for music majors.

Prerequisite for 2221R: MVK 1211R First and second year private piano instruction, given during the Summer A and Summer B semesters. Instruction is for sixty (60) minutes each week and will be arranged by the instructor.

**MVK 2121 A CLASS INSTRUCTION - PIANO III (AA)**

1 credit (2 lab hours)

Prerequisite: MVK 1111B or equivalent.

This course is a continuation of MVK 1111B, where keyboard skills are further developed. Attention is given to sight reading, technique, harmonizing, improvising and transposing of the intermediate and advanced levels.

**MVK 2122 CLASS INSTRUCTION - PIANO IV (AA)**

1 credit (2 lab hours)

Prerequisite: MVK 2121A or equivalent.

This course is a continuation of MVK 2121A with special consideration given to preparing the student for the Upper Division Piano Proficiency Examination.

**MVS 1116 A CLASS INSTRUCTION - GUITAR I (AA)**

1 credit (2 lab hours)

Class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments.

**MVS 1116 B CLASS INSTRUCTION - GUITAR II (AA)**

1 credit (2 lab hours)

Designed for the student who has an elementary-playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight reading and ensemble playing. Students must furnish their own instruments.

**MVS 1216 / 2226 R APPLIED GUITAR (FRESHMAN/SOPHOMORE) (AA)**

1 credit (1 lab hour)

Prerequisite: Acceptance in the core curriculum for music majors or with special permission.

Private classical guitar instruction, given during the Summer A and Summer B terms. Instruction is for sixty (60) minutes each week and will be arranged by the instructor.

**MVV 1111 A CLASS INSTRUCTION - VOICE I (AA)**

1 credit (2 lab hours)

Tone production, diction, music reading and repertoire.

**MVV 1111 B CLASS INSTRUCTION - VOICE II (AA)**

1 credit (2 lab hours)

Prerequisite: MVV 1111A or equivalent

Continuation of MVV 1111A.

**MVV 1211 / 2221 R APPLIED VOICE****(FRESHMAN/SOPHOMORE) (AA)**

1 credit (1 lab hour)

Private vocal instruction, given during the Summer A and Summer B terms, with emphasis on posture, breathing, tone quality, vowel pronunciation, consonant articulation, register melding, range expansion, music reading, dramatic interpretation and performance practices. Includes study of standard art-song repertoire, in English, Italian, German and French (usually in that order). Instruction is for sixty (60) minutes each week and will be arranged by the instructor.

**MVV 1211 R / 2221 R APPLIED FLUTE****(FRESHMAN/SOPHOMORE) (AA)**

1 credit (1 lab hour)

Prerequisite: Music major or with special permission

Private flute instruction, given during the Summer A and Summer B terms. Instruction is for sixty (60) minutes each week and will be arranged by the instructor.

**NUR 1022L NURSING I SKILLS LAB (AS)**

1 credit (3 lab hrs)

Prerequisites: CHM1015, HSC1000/1000L, Procalc 80% proficiency, BSC1085/1085L, HSC1010 or NUR 2130; Corequisites: MCB 2010/2010L, BSC1086/1086L, NUR 1023/NUR 1023L, NUR 1144

Students will achieve basic client care skills that are utilized or delegated by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hour per week of "Wellness Circle" for development of problem-solving skills. This course may be taken independently with special permission. Lake Worth only. Special fee required.

**NUR 1023 NURSING I (AS)**

4 credits (4 lecture hours).

Prerequisites: CHM 1015, Procalc 80% competency, BSC 1085, BSC 1085L, HSC 1000/1000L, HSC 1010 (or NUR 2130) and admission to the Nursing program; Corequisites: MCB 2010/2010L and BSC 1086/1086L, NUR 1023L, NUR 1022L, NUR 1144

Introduces nursing as a holistic profession, which cares for and supports wellness for one's self and other's across the lifespan. At the completion of this course the student will have acquired a variety of "tools" for providing nursing care by utilizing five concepts of human functioning. They are: oxygenation, cellular integrity, regulation, sensory/perception/cognition and mobility. This is accomplished through the creation of "learning environments" which honor and maximize student learning styles. Special fee required. Lake Worth only.

**NUR 1023L NURSING I CLINICAL (AS)**

3 credits (9 lab hours)

Prerequisites: CHM 1015 or higher, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000 and HSC 1010 or NUR 2130; Corequisites: MCB2010/2010L, BSC1086/1086L, NUR 1023, NUR 1022L, NUR 1144

The beginning nursing student will integrate content from classroom learning activities and skills lab practice experiences. Care will be provided to selected clients across the lifespan in a variety of settings. Focus is on assessment and wellness. Special fee required. Lake Worth only.

**NUR 1144 INTRODUCTION TO PHARMACOTHERAPEUTICS (AS)**

2 credits (2 lecture hours)

Prerequisites: CHM 1015, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000, HSC 1000L, HSC 1010 or NUR 2130; Corequisites: MCB 2010/2010L, BSC 1086/1086L

This course introduces the beginning level nursing student to the concept of pharmacotherapeutics. At the completion of this course the student will have an understanding of the major drug classifications as they relate to the nursing process and the five concepts of human functioning. Lake Worth only.

**NUR 1212 NURSING II (AS)**

7 credits (7 lecture hours)

Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023 and 1023L, NUR 1022L, NUR 1144; Corequisites: NUR 1212L and 1213L, HLP 1083, HUN 1201

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be applied to commonly occurring human responses to health challenges of individuals and families across the lifespan. The focus is upon the use (application) of the concepts to assist individuals to meet their goals. A variety of nursing practice settings will be explored.

**NUR 1212L NURSING II CLINICAL (AS)**

4 credits (12 lab hrs)

Prerequisites: MCB 2010/2010L, BSC1086/1086L, NUR 1022L, NUR 1023/1023L, NUR 1144; Corequisites: NUR 1212, NUR 1213L, HLP 1083, HUN 1201

The continuing nursing student will integrate content from classroom learning activities and skills lab when caring for individuals with commonly occurring human responses to health challenges. Practice involves, but is not limited to: well childbearing families, pediatric, adult, geriatric clients in a variety of acute, extended and out-patient care environments. Lake Worth only. Special fee required.

**NUR 1213L NURSING II SKILLS LAB (AS)**

1 credit (3 lab hours)

Prerequisites: MCB 2010/2010L, BSC1086/1086L, NUR 1144, NUR 1023/1023L, NUR 1022L, Procalc 80% proficiency; Corequisites: NUR 1212, NUR 1212L, HUN 1201, HLP 1083.

Students will achieve complex client care skills that are utilized by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hr/week of "Wellness Circle" for the development of problem-solving skills. Lake Worth only. Special fee required.

**NUR 2000L INTRODUCTION TO PROFESSIONAL NURSING (AS)**

1 credit (3 lab hours)

Prerequisite: LPN; Transitional Students.

This course must be taken prior to entering the nursing program. This course is designed as a transitional course for the LPN or transfer student who is becoming a professional nurse. This course encompasses the areas of role definition; providing/ managing care of individuals and groups utilizing goal attainment to reach an optimum state of health and wellness. Lake Worth only.

**NUR 2041 NURSING AMONG THE GUATEMALAN CULTURE (AS)**

1 credit (1 lecture hour)

Prerequisite: Allied health student or professional; Corequisite: NUR 2041L.

This course will introduce the student to the primary health care delivery in the developing country of Guatemala. It will provide opportunities to gain an understanding of the social, political and economic issues while gaining an increased cultural awareness and sensitivity. Lake Worth only.

**NUR 2041L CLINICAL OUTREACH IN GUATEMALA (AS)**

2 credits (2 lab hours)

Prerequisite: Allied Health professional or student; Corequisite: NUR 2041

Through participation in rural primary health care, the individual will be introduced to the social, economic, political and health care issues of Guatemala. Included will be issues of cultural diversity, utilization of the "keys to primary health," identification and monitoring of common tropical and recurring health problems as seen in a tent clinic in Guatemala. Lake Worth only. Expenses for travel required.

**NUR 2042 OVERCOMING COMMUNICATION BARRIERS WITH THE HISPANIC PATIENT (ATC)**

1 credit hour (1 lecture hour)

This course is designed to assist the participant in understanding and communicating with Hispanic clientele. The curriculum is structured to discuss the cultural aspects that influence healthcare, as well as practicing different methods for communicating with Hispanic clients, including verbal and non-verbal techniques. This is a fun, interactive and stress free course. Special fee required.

**NUR 2062 PHYSICAL ASSESSMENT OF THE NEUROLOGICAL SYSTEMS - PART I (ATC)**

1 credit (1 lecture hour)

The complexities of neuroanatomy and neurophysiology often limit the nurse's appreciation of the value of specific tools of physical assessment available to extrapolate valuable data regarding patient morbidity and mortality. It is the goal of this course to provide participants with a brief introduction to basic techniques employed in the physical assessment of the neurological system. Hands on, as well as didactic components, will be utilized.

**NUR 2091 ADVANCED PRINCIPLES OF I.V. THERAPY (ATC)**

1 credit (1 lecture hour)

This course is designed for the RN who has a working knowledge of the fundamentals of I.V. therapy. Care of patients with a variety of long and short term central venous catheters will be discussed. Different types of catheters, along with their care, similarities and differences will be included. Hyperalimentation therapy will be addressed as an alternative method of providing for the nutritional needs of the adult. The course includes a theoretical component and a simulated clinical practice.

**NUR 2130 HUMAN GROWTH AND DEVELOPMENT (AA)**

3 credits (3 lecture hours)

Introduces the student to the principles and processes of normal human growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills. Lake Worth only.

**NUR 2144 PHARMACOTHERAPEUTICS OF THE CRITICALLY ILL ADULT (ATC)**

2 credit (2 hours lecture)

Prerequisite: Current RN license.

This course provides an in-depth analysis of the actions and interactions of currently used pharmacological interventions for the critically ill patient. Dosing, drug calculations and application of therapeutic effect will also be included. Case studies will be discussed for titration of hemodynamic altering medications.

**NUR 2149 CARDIO-PULMONARY PHARMACOTHERAPEUTICS (ATC)**

2 credit (2 lecture hours)

Prerequisite: Current RN license

This course is designed to provide the student with concepts of pharmacology and pharmacotherapeutics in relation to classification and physiological effects of the cardiovascular and respiratory systems, including nursing implications and client/patient education.

**NUR 2214C ADULT HEALTH NURSING III (AS)**

6 credits (4 lecture hours, 6 lab hours)

Prerequisites: Permission of Associate Dean of Nursing and Wellness

This course is concerned with the nursing care of the client whose homeostasis has been affected by multisystems dysfunction. The clinical experience is planned to facilitate technical competency, leadership and effective communications. Lake Worth only. Special fee required.

**NUR 2215 NURSING III (AS)**

8 credits (8 lecture hours)

Prerequisites: NUR 1212, NUR 1212L, NUR 1213L, HUN 1201, HLP 1083, ENC 1101; Corequisite: HLP 1087, NUR 2215L, SYG 2000

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be differentiated across the lifespan related to less-commonly occurring human responses to health challenges. The focus is on the application and analysis of these concepts to assist individuals to achieve their goals. Lake Worth only. Special fee required.

**NUR 2215L NURSING III CLINICAL (AS)**

4 credits (12 lab hours)

Prerequisites: NUR 1212, NUR 1212L, NUR 1213L, HUN 1201, HLP 1083, ENC 1101; Corequisites: NUR 2215, SYG 2000, HLP 1087.

Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition, mobility, the theories of holism and goal attainment will be analyzed and applied to the nursing care of clients across the lifespan with less-commonly occurring human responses to health challenges. Clinicals will occur with childbearing families, pediatric, adult and geriatric patients in a variety of environments including acute care facilities, mental health facilities and out-patient centers. Lake Worth only. Special fee required.

**NUR 2241 MEDICAL-SURGICAL NURSING (ATC)**

6 credits (6 lecture hours)

Prerequisite: Current RN license, current CPR-BLS (Level C);

Corequisite: Professional Liability and Accident Insurance.

This course provides an up-to-date study of the role of the registered nurse caring for the medical-surgical patient. Health care management issues will be discussed as they relate to area demographics. A systemic analysis of pathophysiological states will be the primary focus of the course, along with determining a plan of care based on the nursing process. The integration of discussed concepts and interpretation of outcomes will be incorporated through utilization of case studies. Critical thinking and situation analysis will be an essential component of the course.



**NUR 2274 ER / TRAUMA NURSING (ATC)**

6 credits (4 lecture hours, 2 lab hour).

Prerequisites: Current RN license, current ACLS certification and NUR 2297 or challenge exam.

This course will provide information on the broad scope of practice endemic to emergency nursing. The pathophysiology of injuries and medical emergencies will be reviewed. Rapid and systematic assessment tools and interventions utilized in emergency nursing care will be introduced. Special fee required.

**NUR 2252 COMMUNITY HOME/HEALTH NURSING: STANDARDS AND REGULATIONS (ATC)**

4 credits (4 hours lecture)

Prerequisites: Current RN license, NUR 2241

This course offers the participant knowledge of the (1) interrelationships of home care with other providers in the health care system, (2) trends in home care, (3) professions that have applicability to home care and the role of the nurse in home care. Applicable pay or, state and federal regulations will be covered as they relate to home care agency practice.

**NUR 2291C CRITICAL CARE NURSING (ATC)**

6 credits (4 lecture hours, 6 clinical hours)

Prerequisite: Current RN license, NUR 2297 or successful challenge exam, NUR 2935 or successful challenge exam. NUR 2294C meet both these prerequisites.

Designed for practicing registered nurses interested in developing new skills in the management of critically ill patients. The approach is unique and stresses nursing process and nursing management along with pathophysiology.

**NUR 2293C PERIOPERATIVE NURSING (ATC)**

6 credits (4 lecture hours, 6 clinical hours)

Prerequisites: (1) RN licensed in Florida; (2) minimum of six months medical/surgical nursing; (3) employed at a hospital or has agreement with operating room to act as preceptor; (4) current BCLS certification; (5) professional liability and accident insurance. Prepares registered nurses for beginning level employment as staff nurses in the operating room.

**NUR 2294C CARDIOVASCULAR NURSING (ATC)**

6 credits (4 lecture hours, 6 clinical hours)

Prerequisites: Current RN license, NUR 2935 or successful challenge exam or NUR 2291C

This is a course for graduate nurses and involves the study of pathophysiology and electrophysiology and nursing care of the client with acute and chronic ischemic heart disease. The course emphasizes clinical integration with theory. Resource people are used in areas of specialization. Clinical integration of the theoretical component is consistently emphasized through use of case studies.

**NUR 2296 PHYSICAL ASSESSMENT OF ADVANCED CONCEPTS OF ARRHYTHMIA INTERPRETATION (ATC)**

2 credits (2 lecture hours)

Prerequisite: Current RN license, NUR 2935 or successful challenge exam or NUR 2291C or NUR 2294C

This course of study is designed for health care providers who have successfully completed a Basic EKG course and a 12 Lead course. This class will incorporate the databases from these previous courses as well as introduce additional (more advanced) concepts of arrhythmia interpretation. Physical assessment of arrhythmia will be stressed and a case presentation format consistently utilized.

**NUR 2297 CLINICAL INTEGRATION OF BASIC ELECTROCARDIOGRAPHY FOR NURSES (ATC)**

3 credits (3 hours lecture)

Prerequisite: Current RN license.

This course prepares participants to interpret EKG rhythm strips. The class time is divided between lecture and strip reading. Medical and nursing interventions related to EKG rhythm interpretation are discussed. Clinical integration of basic electrocardiographic principles through utilization of case study format will be consistently emphasized.

**NUR 2310C CHILD HEALTH NURSING (AS)**

6 credits (4 lecture hours, 6 lab hours)

Prerequisites: Permission of Associate Dean of Nursing and Wellness.

This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. Lake Worth only. Special fees required.

**NUR 2392 PEDIATRIC INTENSIVE CARE NURSING (ATC)**

6 credits (6 hours lecture)

Prerequisites: RN with current Florida license.

This course of study is designed for the registered nurse who desires an in-depth knowledge of the critically ill or injured pediatric patient. A systems approach will be presented culminating in the recognition of the pathophysiology, treatment modalities and psychosocial interventions for the child and his/her caregivers. The participant will be trained in the rationale for and the management of, invasive monitoring, ventilatory management, lab value interpretations and Pediatric Advanced Life Support.

**NUR 2421C MATERNAL/NEONATAL HEALTH NURSING (AS)**

6 credits (2 lecture hours, 6 lab hours)

Prerequisites: Permission of Associate Dean of Nursing and Wellness.

This course presents the role of the nurse during the childbearing cycle. Emphasis is placed on family-center approaches to antepartum, intrapartum, postpartum and neonatal homeostasis. Clinical experiences take place in maternal-neonatal settings. Utilization of the nursing process in the role of provider of care to assist the family in the childbearing cycle to achieve and maintain optimum health is emphasized. Lake Worth only. Special fee required.

**NUR 2520C MENTAL HEALTH NURSING (AS)**

6 credits (4 lecture hrs, 6 lab hrs)

Prerequisites: Permission of Associate Dean of Nursing and Wellness.

This course enables the student to carry out the nursing process in the psychiatric/community mental health setting. Various types of behaviors; therapeutic approaches; current treatment modalities; legal considerations; and community resources available for prevention, treatment and rehabilitation are studied. Clinical experiences provide for application of the nursing process. Lake Worth only.

**NUR 2690 COMMUNITY HOME/HEALTH NURSING: DOCUMENTATION (ATC)**

4 credits (4 hours lecture)

Prerequisites: Current RN license, NUR 2252, NUR 2691

With the current health care environment, documentation is playing a key role in the future movement towards outcomes-based care. Outcomes measurement provides a mechanism by which the client's progress can be measured across the time continuum. This course will provide the participant with the knowledge and skills needed to effectively: (1) Utilize standardized measurement tools, (2) Document interventions, (3) Establish patient specific outcomes, (4) Evaluate patient progress towards desired outcomes.

**NUR 2691 COMMUNITY HOME/HEALTH: CASE MANAGEMENT (ATC)**

4 credits (4 hours lecture)

Prerequisites: Current RN license, NUR 2252

This course provides the participant with the knowledge and skill needed to effectively manage patient care in the home-care environment. Focus is on care planning to integrate, collaborate, coordinate and advocate for clients and their families requiring home care services.

**NUR 2741C NURSING IV (AS)**

5 credits (2 lecture hours, 9 lab hours)

Prerequisites: Nursing 2215, Nursing 2215L, HLP 1087, SYG 2000; Corequisites: HLP 1088, HUMANITIES, NUR 2943L.

Using the theories of holism and goal attainment, the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility will be applied across the lifespan in the synthesis and evaluation of complex nursing situations in both critical care and community settings. Clinical environments which will be explored include: critical care and ambulatory care/home or home-like settings. Lake Worth only.

**NUR 2790 REGISTERED NURSE FIRST ASSISTANT (RNFA LECTURE) (ATC)**

3 credits (3 lecture hours)

Prerequisites: (1) RN with a minimum of two years recent perioperative experience in the roles of scrub, circulator or first assisting; (2) CNOR certification; (3) Must be licensed to practice as a registered nurse in the state in which his/her clinical internship will be accomplished; (4) BCLS certified, ACLS preferred; and (5) Must submit two letters of recommendation.

This course will expand on the basic knowledge of the perioperative nurse. It will emphasize functions and knowledge necessary for the RN First Assistant to acquire so that he/she may be able to assist the surgeon in performing a safe operation with optimal patient outcomes. The unique pre-operative, intraoperative and post-operative responsibilities of the RNFA will be explained upon using the nursing process. Manual dexterity and performance of these behaviors will be demonstrated as the background for the clinical component. Special fee required.

**NUR 2790L REGISTERED NURSE FIRST ASSISTANT (RNFA) CLINICAL (ATC)**

3 credits (9 clinical hours)

Prerequisites: (1) Current copy of malpractice insurance policy specific for the RNFA; (2) Current copy of health insurance policy; (3) Current copy of BCLS card; (4) Completed Heptavax form or waiver; and (5) NUR 2790; Corequisite: NUR 2790

This course allows for the clinical preparation of the perioperative nurse expanding her/his knowledge and skills into the RNFA role. To be directly supervised during this internship by a college approved surgeon mentor of the student's choice. The student will also be assigned to a member of the faculty who will follow the student's clinical activities. The student will not be considered an RN First Assistant Intern (RNFA) until the minimum of 144 clinical hours have been met. Special fee required.

**NUR 2791 ANTIBIOTIC AND ANTIINFECTIVE THERAPY (ATC)**

2 credits (2 hours lecture)

Prerequisite: Current RN license

This course is designed to discuss basic concepts of colonization, infection, antibiotic resistance and the role of the immune system in infection prevention and control. Specific microorganisms and drugs of choice for treatment will also be discussed. Special fee required.

**NUR 2793 NURSING PROCESS APPLIED TO BASIC PRINCIPLES OF INTRAVENOUS (IV) THERAPY (ATC)**

2 credits (2 lecture hours)

Prerequisites: Current RN license.

This course of study is designed to discuss basic principles of intravenous (IV) therapy using the nursing process as a guide to emphasize clinical integration of content. There is a classroom, simulated clinical practice component included in the curriculum.

**NUR 2794 CLINICAL ASSESSMENT OF OXYGENATION AND ACID-BASE STATUS (ATC)**

2 credits (2 lecture hours)

Prerequisite: Current RN license

This course prepares the participants to interpret and analyze arterial blood gas reports as they relate to patient presentations seen in the variety of balance and altered oxygenation status, as well as assessment of associated electrolyte disturbance will also be discussed. Clinical integration through use of case study format will be consistently utilized.

**NUR 2797 CLINICAL INTEGRATION OF MECHANICAL VENTILATION (ATC)**

2 credit (2 lecture hours)

Prerequisite: Current RN license, NUR 2291C or NUR 2794

This course is designed to overview commonly used modalities of mechanical ventilation. The purpose, initiation, maintenance, weaning, monitoring effectiveness of and termination of mechanical ventilation of the seriously ill adult will be discussed. Measurements and calculations of assessment parameters will be addressed with respect to different pulmonary disease processes through the use of case studies.

**NUR 2933 INTEGRATION HEALING TOUCH WITH TECHNOLOGY (ATC)**

1 credit (1 lecture hour)

This program is a course of which incorporates a variety of basic to advanced healing modalities. The principles and practices of Holistic Nursing will be discussed. Special fee required.

**NUR 2934L CLINICAL PRECEPTORSHIP IN INTRAVENOUS THERAPY (ATC)**

1 credit (1 clinical hour)

Prerequisite: Current RN license, current BCLS certification, professional malpractice insurance, Hepatitis B vaccination or waiver, proof of negative TB test within 6 months, NUR 2793.

Component I: Guided multi-media competency-based individualized instruction.

Component II: One-on-one practicum in clinical setting, average of four (4) hours (minimum of two, maximum of six) to complete required technical competencies. Special fee required.

**NUR 2935 CLINICAL APPLICATIONS OF TWELVE LEAD ELECTROCARDIOGRAPHY (ATC)**

3 credits (3 lecture hours)

Prerequisite: NUR 2297 or successful challenge exam.

This course is designed to acquaint the participant with basic concepts of 12 lead electrophysiology, with an overall objective to integrate arrhythmia interpretation and specific clinical presentations based on these 12 lead concepts. Areas to be discussed include axis determination, hemiblock, bundle branch block and patterns of injury and/or infraction. Pathophysiology of AV block (i.e., Type 1 vs. Type 2 conduction disturbances) will also be discussed. Emphasis will be placed on 12 lead interpretation and strip interpretation as well as actual case study analysis.

**NUR 2942L RN CLINICAL PRECEPTORSHIP (ATC)**

4 credits (12 clinical hours)

This is a hospital based six-week course during which the registered nurse is partnered with an RN preceptor to develop skills as a primary health care professional. During the six weeks, the role of the preceptee is progressed from a novice level of care to one of competence and confidence by directly interacting with patient and other members of the healthcare team. Post conferences will be held once a week to discuss and analyze the experience and to set goals.

**NUR 2943L CLINICAL PRECEPTORSHIP (AS)**

4 credits (12 clinical hours)

Prerequisite: Completion of all nursing courses; Corequisites: NUR 2741C, Humanities, HLP 1088

This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the curriculum concepts in varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied with developing independence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical environments could be, but are not limited to: medical/surgical, mental health, pediatric, maternity, critical care, home, nursing home and extended or ambulatory care units. Lake Worth only. Special fees required.

**NUR 2944L CRITICAL CARE NURSING PRECEPTORSHIP (ATC)**

2 credits (6 clinical hours)

Prerequisite: Current RN license, NUR 2291C

This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the patient at the bedside and to perform the technical skills studies in the Critical Care Nursing Course. Special fee required.

**NUR 2948L CARDIOVASCULAR NURSING PRECEPTORSHIP (ATC)**

2 credits (6 clinical hours)

Prerequisite: Current RN license, NUR 2294C

This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the cardiac patient at the bedside and to perform the technical skills studies in Cardiovascular Care. Special fee required.

**NUR 2990 PHYSICAL EXAMINATION AND HISTORY TAKING OF THE ADULT - PART I (ATC)**

3 credits (3 hours lecture)

Prerequisite: Current RN license

This course will provide the participant with a systemic approach to a physical examination. Communication techniques for the interviewer will be discussed, with the expected outcome of facilitating a concise, precise and relevant patient history. Major body system normal and abnormal physical findings will be discussed along with related pathophysiological states.

**OCE 1001 INTRODUCTION TO OCEANOGRAPHY (AA)**

3 credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course).

Fundamentals of chemical, biological, physical and geological characteristics of the world ocean system. Special emphasis is placed on Florida and its unique relationship with its surrounding marine environment.

**OCE 1001L INTRODUCTION TO OCEANOGRAPHY LAB (AA)**

1 credit (2 lab hours)

A hands-on laboratory experience in physical, chemical, biological and geographical oceanography. Special fee required. Lake Worth and Palm Beach Gardens only.

**OFT 0111 BASIC OFFICE SKILLS (PSAV)**

50 clock hours

Prerequisite: High school diploma or GED, typing ability; 20 wpm (screening at first class).

Basic letter styles, formats and other keyboarding techniques for the automated office and to increase typing speeds.

**OFT 0112 BASIC EMPLOYABILITY SKILLS (PSAV)**

16 clock hours

Workshop for individuals entering or re-entering the job market including basics of interviewing, resume writing and job-search techniques.

**OFT 0520 BASIC MEDICAL TERMINOLOGY (PSAV)**

30 clock hours

Included are Anatomy and Physiology, pronunciation and definitions, word elements and examples, prefixes, suffixes and word roots, body systems, basic nursing vocabulary, abbreviations and radiology terms.

**OFT 0527 OFFICE EQUIPMENT AND PROCEDURES (PSAV)**

24 clock hours

Types of filing systems for medical offices and their maintenance. How to operate and maintain equipment.

**OFT 0535 MEDICAL OFFICE PROCEDURES/OFFICE EQUIPMENT (PSAV)**

30 clock hours

This course is an integrated lecture and lab (15 hours of each). Implement what you learned in Introduction to the Medical Office, as well as basics of bookkeeping, accounts payable and receivable for a doctor's office. Learn how to operate and properly maintain the various types of equipment used, such as a multi-line phone system, fax machine, answering machine, copier, typewriter, adding machine, copier, typewriter, adding machine, calculator, dictating equipment and filing systems. An overview of computer software will be included.

**ORH 1010 INTRODUCTION TO HORTICULTURE (AS)**

3 credits (3 lecture hours)

This course introduces the science and practices underlying occupations in ornamental horticulture. Horticultural biology, factors affecting plant growth and basic cultural practices are emphasized. A broad perspective of the horticultural industry is also provided.

**ORH 1281 INTRODUCTION TO ORCHIDS AND THEIR CULTURE (AS)**

3 credits (3 lecture hours)

Prerequisite: PLS 2220

Students are provided with an introductory survey of orchid biology and culture along with the taxonomic basis for identifying important genera and species.

**ORH 1320 INTRODUCTION TO PALMS AND THEIR CULTURE (AS)**

3 credits (3 lecture hours)

Prerequisite: PLS 2220

The uniqueness of palms and their interesting morphology provide the basis for this introductory course. Students are also introduced to the production and culture of palms that are appropriate for south Florida landscape use.

**ORH 1842 LANDSCAPE CONSTRUCTION (AS)**

3 credits (3 lecture hours)

Basic skills in landscape construction including blueprint reading, landscape layout, installation of plant materials, hardscape construction, drainage systems and landscape lighting.

**ORH 2220 TURFGRASS CULTURE (AS)**

3 credits (3 lecture hours)

This course is structured to give students a working knowledge of the cultural requirements of cool and warm season turf grasses used in the United States, with emphasis on the warm season grasses used in Florida. Morphology, primary and secondary cultural practices, pest management and propagation will be covered.

**ORH 2232 ARBOCULTURE (AS)**

3 credits (3 lecture hours)

This introductory course deals with the selection, planting and care of woody plants. Topics emphasized are establishment, fertilization, pruning and irrigation. Students who master the material are expected to qualify as Certified Arborists with the International Association of Arboriculture.

**ORH 2253 NURSERY MANAGEMENT (AS)**

3 credits (3 lecture hours)

Introduction to the nursery industry including business management, nursery organization, marketing, inventory control, cultural practices and pest management.

**ORH 2412 PLANT PHYSIOLOGY (AS)**

3 credits (3 lecture hours)

Plant physiology offers students a broad survey of physiological processes and responses of flowing plants to the environment. Water relations, mineral nutrition, photosynthesis, respiration and growth are emphasized.

**ORH 2510 PLANT IDENTIFICATION I (AS)**

3 credits (3 lecture hours)

This course focuses on the identification, growth characteristics, culture and use of subtropical and tropical landscape plants. Materials include trees, shrubs, vines, ground covers and foliage plants.

**ORH 2511 PLANT IDENTIFICATION II (AS)**

3 credits (3 lecture hours)

This course focuses on the identification, growth characteristics, culture and use of landscape plants. Materials include trees, shrubs, vines and ground covers. Temperate species found in central and northern Florida are emphasized.

**ORH 2601 HORTICULTURE SALES AND SERVICES (AS)**

3 credits (3 lecture hours)

Prerequisites: ORH 1010, BUL 2240, MAE 2011, AND MKA 1041  
Management insights provided in business courses are applied to sales and services in the horticulture industry. The merchandising of plant materials and the provision of contractual services that can be offered by various types of horticulture businesses are emphasized.

**ORH 2830 INTRODUCTORY TO LANDSCAPE DESIGN (AS)**

3 credits (3 lecture hours)

This introductory course teaches the theory and practice of landscape design. Students will be given a basic understanding of the design process which includes a needs survey, site and project analysis, base plan and design preparation, budgeting and presentation.

**ORH 2835 COMPUTER-AIDED LANDSCAPE DESIGN (AS)**

3 credits (3 lecture hours)

Prerequisite: ORH 2830 or consent of instructor

In this course students with introductory design skills are taught the advanced techniques of computer-aided landscape design. Proficiency in generating finished designs, estimating and plotting are emphasized.

**ORH 2873 INTERIORESCAPE DESIGN AND MAINTENANCE (AS)**

3 credits (3 lecture hours)

Overview of interiorscape design principles and maintenance. Course content includes foliage plant identification and selection, site analysis, design layout, installation, maintenance fertilization and contracting.

**ORH 2949C WORK EXPERIENCE / INTERNSHIP (AS)**

3 credits (1 lecture hour, 15 lab hours)

Prerequisite: Student must have completed at least 12 credit hours with a minimum of 20 grade point average.

This program combines campus study with directly related work experience in the horticulture field. College credit is given for the learning, which occurs as a result of working in the green industry. Students are required to work 15 hours per week in a horticulture position. Learning objectives are developed by the student, industry supervisor and faculty coordinator. Class meetings and personal conferences are held to discuss progress and resolve problems encountered in the work environment.

**ORI 2000 ORAL INTERPRETATION OF LITERATURE (AA)**

3 credits (3 lecture hours)

Basic principles of oral interpretation as applied to interpretation of prose, drama and poetry. Teaches the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater and individual interpretation are studied. Recitals to which other students and guests may be invited are an important part of this course.

**OST 0051 PROFESSIONAL DEVELOPMENT (PSAV)**

50 clock hours

This course will prepare the student for a career in the business field. Course content will include interviewing, resume writing, job search, professional etiquette and contemporary issues in the workplace.



**OST 0080 KEYBOARDING (PSAV)**

45 clock hours

This course provides instruction in touch operation of the alphabetic and numeric keyboard. Emphasis will be on the development of basic keyboarding skills needed to perform business and word processing activities.

**OST 0104 KEYBOARDING/WORD PROCESSING II (PSAV)**

30 clock hours

Prerequisites: OST 0105, OST 0465, OTA 0101; Corequisite: CGS 0000, OST 0466

This course reinforces skills acquired in Keyboarding/Word Processing I as well as introduces more advance applications. Primary emphasis is placed on document production and increasing speed and accuracy on the keyboard.

**OST 0105 INFORMATION PROCESSING (PSAV)**

30 clock hours

Corequisite: OST 0465

This course is designed to teach manual and electronic filing using the rules of alphabetic, subject, numeric and chronological filing procedures. Filing techniques and records management procedures will be discussed. Data entry concepts will be introduced.

**OST 0111 WORD PROCESSING FOR THE HEALTH PROFESSIONAL (PSAV)**

45 clock hours

This course will introduce basic word processing concepts and functions. Students will learn how to enter and modify text, format documents and use various word processing tools.

**OST 0401 OFFICE PROCEDURES I-SIMULATION (PSAV)**

150 clock hours

Prerequisites: OST 0466

This course provides instruction in standard office procedures including scheduling of appointments, time management, travel arrangements and meeting and conference planning. Emphasis will also be on written communication, English grammar and spelling.

**OST 0402 OFFICE PROCEDURES II-SIMULATION (PSAV)**

200 clock hours

Prerequisites: OST 0401

This course expands on the competencies learned in Office Procedures I. The primary focus will be on advanced administrative office management procedures and work-based simulation activities.

**OST 0465 OFFICE OPERATIONS I (PSAV)**

75 clock hours

Corequisites: OST 015, OTA 0101

This course will introduce students to technology and communication skills used in the office environment, business math problem solving and office career preparation. Major emphasis will be placed on decision making, critical thinking skills, business ethics and office trends.

**OST 0466 OFFICE OPERATIONS II (PSAV)**

75 clock hours

Prerequisites: OST 015, OST 0465, OTA 0101; Corequisites: CGS 0000, OST 0104

This course builds on the knowledge and skills gained in Office Operations I. In addition, ethics in the workplace, emerging office trends, office communication and leadership will be covered. Additional focus will be placed on employment, resumes, cover letters and interviewing techniques.

**OST 1100C BEGINNING KEYBOARDING (AS)**

3 credits (1 lecture hour, 4 lab hours)

This course covers the keyboard, vertical and horizontal centering, memoranda, business letters, tabulation, reports and tables. Lake Worth only. Special fee required.

**OST 1108 BUILDING TYPING SPEED AND ACCURACY (AS)**

1 credit (1 lab hour)

This course is designed to build typing speed and accuracy at the computer keyboard through computerized diagnostic testing and practice. Students enrolled in this course must be able to touch type prior to entering this course. Lake Worth only. Special fee required.

**OST 1110C INTERMEDIATE KEYBOARDING (AS)**

3 credits (1 lecture hour, 4 lab hours)

Prerequisite: OST 1100C

This course covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes and tabulation. Lake Worth only. Special fee required.

**OST 1141 KEYBOARDING FOR MICROCOMPUTER (AS)**

1 credit (2 lab hours)

This course teaches "touch" level skills for alphanumeric keys with appropriate control. A minimum of 21 words per minute is required. Lake Worth only. Special fee required.

**OST 1211C SHORTHAND I (AS)**

3 credits (1 lecture hour, 4 lab hours)

This course is open to students without previous shorthand instruction. Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. The ability to touch type 35 words a minute is suggested prior to enrolling in this course. Lake Worth only. Special fee required.

**OST 1272 SHORTHAND II (AS)**

3 credit (2 lecture hours, 2 lab hours)

Prerequisites: OST 1211C.

This course is a continuation of OST 1211C. It is designed for those individuals with basic stenographic training and who need to increase their speed to achieve personal or professional goals. The ability to touch type 35 words a minute is suggested prior to enrolling in this course. Special fee required. Lake Worth only.

**OST 1332 BUSINESS PRESENTATIONS (AS)**

3 credits (3 lecture hours)

Prerequisites: ENC 1101, OST 2335

This course is an introduction to principles and techniques necessary to make effective business presentations. Students receive hands-on experience using multimedia technology in developing and delivering presentations. Students develop poise and confidence by participating in a wide range of communication activities. Required work includes a writing component of at least 2,000 words. Word processing skills are suggested. Lake Worth only. Special fee required.

**OST 1810 INTRODUCTORY TO DESKTOP PUBLISHING (AS)**

1 credit (1 lecture hour)

This course is designed to give the students an introduction to the basics of producing typeset quality publications using a popular desktop publishing program. Lake Worth only. Special fee required.

**OST 1811 DESKTOP PUBLISHING (AS)**

3 credits (3 lecture hours)

Use of computers to create typeset quality publications suitable for printing using a popular desktop publishing program. Lake Worth only. Special fee required.

**OST 1826 PRESENTATION GRAPHICS FOR BUSINESS (AS)**

1 credit (1 lecture hour)

This course is designed to give the student an introduction to the basics of producing presentation software to develop computer generated slide presentations. Lake Worth only. Special fee required.

**OST 1831 MICROSOFT WINDOWS (AS)**

1 credit (1 lecture hour)

This course gives students instruction in the use of Windows. Topics include: customizing the desktop, controlling applications, file management and operation of various accessory programs. Lake Worth only.

**OST 2331 BUSINESS CORRESPONDENCE (AS)**

1 credit (1 lecture hour)

This course covers correspondence for the business office with emphasis on format, routine letters and interoffice memoranda. Lake Worth only.

**OST 2335 BUSINESS COMMUNICATIONS (AS)**

4 credits (4 lecture hours)

Prerequisites: ENC 1101, OST 1100C

Students will study the correspondence of the business office with emphasis on composing and analyzing various kinds of business letters and business reports, intensive review of sentence structure, punctuation, capitalization and expression of numbers. Lake Worth only.

**OST 2339 BUSINESS ENGLISH REVIEW (AS)**

1 credit (1 lecture hour)

This course provides quick review of grammar and punctuation fundamentals pertinent to business writing. Lake Worth only. Special fee required.

**OST 2402 OFFICE PROCEDURES AND TECHNOLOGY (AS)**

4 credits (4 lecture hours)

Corequisite/Prerequisites: OST 1110C and OST 2335

This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in a student's final terms. Lake Worth only. Special fee required.

**OST 2501 WORD-PROCESSING MANAGEMENT (AS)**

3 credits (3 lecture hours)

This course prepares the student for work as word-processing supervisors. Emphasis on integration of subsystems as information is processed, reproduced, stored and distributed; selecting equipment and managing a word-processing environment. Lake Worth only. Special fee required.

**OST 2603 MACHINE TRANSCRIPTION (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: OST 1100C

This course is designed to develop the student's proficiency in transcribing pre-dictated business documents into mailable copy. An emphasis is also placed on grammar, spelling and punctuation. Lake Worth only. Special fee required.

**OST 2710 INTRODUCTORY TO WORD PROCESSING (AS)**

1 credit (1 lecture hour)

This course is designed to give the students an introduction to the basic editing commands and an overview of the features of the word processing software. An ability to touch type 35 words per minute is suggested. Lake Worth only. Special fee required.

**OST 2711C WORD PROCESSING (AS)**

3 credits (2 lecture hours, 2 lab hours)

Students will develop skill in word processing techniques using WordPerfect or Microsoft Word software. Students will use various features of the program, basic and advanced, including editing, formatting, styles, columns, tables, graphics and desktop publishing. An ability to touch type 35 words per minute is suggested. Lake Worth only. Special fee required.

**OTA 0101 KEYBOARDING / WORD PROCESSING I (PSAV)**

45 clock hours

Prerequisites: OST 0465

This course introduces the computer keyboard and develops correct techniques for attaining useful levels of speed and accuracy for keying alphabetic, numeric and symbol keys "by touch." Functions and operations of word processing software will be introduced.

**OTA 0102 KEYBOARDING ON THE MICROCOMPUTER (PSAV)**

1 vocational credit (30 clock hours)

A short course designed to teach the basics of keyboarding. Accuracy and speed will be emphasized.

**OTA 0311 APPLIED ENGLISH USAGE (PSAV)**

45 clock hours

This course provides instruction in English grammar and writing skills. Emphasis will be on the review of basic rules of grammar, punctuation, spelling and correspondence.

**OTA 0451 BUSINESS APPLICATIONS I (PSAV)**

150 clock hours

Prerequisites: CGS 0000

This course provides the student with introductory level skills in word processing, spreadsheets, databases and presentation software. Emphasis will be on software functions vital to the operation of a business office.

**OTA 0452 BUSINESS APPLICATIONS II (PSAV)**

200 clock hours

Prerequisites: OTA 0451

This course expands on the competencies learned in Business Applications I by exploring advanced business office software applications. Also included is experience using the Internet, electronic mail and office scheduling software.

**OTA 0602 ICD9-CM CODING (PSAV)**

45 clock hours

Basic diagnosis coding is taught in this 45 contact hours. Combination of lecture and practice sessions.

**OTA 0603 CPT CODING (PSAV)**

45 clock hours

You will learn proper coding procedures for services rendered to ensure optimal reimbursement and minimize rejections and review regulations, which can be applied to daily operations of office billing procedures. Actual billing cases used to provide opportunities for problem-solving and information sharing.

**OTA 0607 INTRODUCTORY TO THE MEDICAL OFFICE (PSAV)**

30 clock hours

This course presents an overview of a front office position in a doctor's office. Patient service and philosophy will be discussed, as well as dealing with difficult people and situations. The importance of teamwork with co-workers in an office situation will be stressed. Also included will be appointment scheduling, telephone procedures, ethics and confidentiality, collecting medical and financial information and legal forms.

**OTA 0608 MEDICAL OFFICE CASE STUDIES (PSAV)**

12 clock hours

Case studies of situations and problems for medical offices. Issues of legality and ethics are included.

**OTA 0610 MEDICAL MANAGER (PSAV)**

148 clock hours

Learn the beginning fundamentals of "medical manager" medical practice management software. This course will provide the student with basic knowledge of the software program enabling him/her to focus on job specific functions most often needed in the medical office setting.

**OTA 0616 ACCOUNTS PAYABLE (PSAV)**

30 clock hours

Introduction to accounts payable systems in medical offices including invoices, check writing and categorization of payments.

**OTA 0617 RECORDING PAYMENTS / PATIENT FOLLOW-UP (PSAV)**

24 clock hours

Basic of bookkeeping for a doctor's office including day sheets, bank deposits, insurance EOBs credit/collection procedures, payments/write-offs.

**OTA 0618 OFFICE PAYROLL (PSAV)**

30 clock hours

Introduction to forms and records needed to pay employees in a medical office.

**OTA 0619 THIRD-PARTY INSURANCE BILLING (PSAV)**

18 clock hours

Be sure to take both ICD-9 and CPT Coding before taking this course. Learn how to determine WHO is billed for a patient's care as well as HOW to bill. Sample insurance and legal forms included.

**OTA 0659 MEDICAL CODING WITH ICD-9 AND CPT (PSAV)**

60 clock hours

Prerequisites: MTS 0211 and OFT 0520

Understand the concepts of using ICD9-CM diagnostic coding for medical records procedures for insurance billing. Textbook required.

**OTH 1001 INTRODUCTORY TO OCCUPATIONAL THERAPY (AS)**

3 credits (3 lecture hours)

Introduces the history, philosophy, terminology and underlying concepts of occupational therapy. Lake Worth only.

**OTH 1014C KINESIOLOGY FOR OCCUPATIONAL THERAPY (AS)**

3 credits (2 lecture hour, 2 lab hours)

Prerequisite: BSC 1085/1085L

Detailed analysis of human joint motion and applications for practice. Includes a review of human skeletal and muscular anatomy with an introduction to measuring joint range of motion and manual muscle testing. Lake Worth only. Special fee required.

**OTH 1121C OCCUPATIONS ACROSS THE LIFE SPAN (AS)**

2 credits (1 lecture hour, 2 lab hours)

Prerequisite: NUR 2130; Corequisite: OTH 1001

Explores the occupations performed across the life span with an emphasis on play and leisure activities. Students will have the opportunity to select, analyze, adapt, grade, teach and perform age specific leisure and craft activities. Lake Worth only. Special fee required.

**OTH 1165C DAILY LIVING SKILLS (AS)**

2 credits (1 lecture hour, 2 lab hours)

This course is designed to provide a foundation of daily living skills techniques utilized by the OTA. Topics may include: transfers, wheelchair selection and positioning, wheelchair mobility, equipment, home modifications, therapeutic exercise and safety procedures. Lake Worth only. Special fee required. Liability insurance required.

**OTH 1300C PSYCHOSOCIAL ISSUES IN OCCUPATIONAL THERAPY (AS)**

3 credits (2 lecture hours, 2 lab hours)

Explores how psychosocial skill dysfunction impacts occupational performance. Addresses OT assessment and intervention in medical and community settings and group dynamics. Experiences in facilities that provide services to individuals with psychosocial dysfunction are coordinated with class work. Lake Worth only.

**OTH 1520C OCCUPATIONAL THERAPY WITH THE PEDIATRIC CLIENT (AS)**

6 credits (3 lecture hours, 4 lab hours, 2 clinical hours)

Prerequisite: OTH 1001

Explores the roles and responsibilities of OT practitioners working in pediatric settings. Addresses development; occupational performance; pediatric conditions; and OT assessment and intervention strategies in medical, educational and community settings. Experiences in facilities that provide services to children will be coordinated with class work. Special fee required. Liability insurance required. Lake Worth only.

**OTH 1700 PROFESSIONAL DEVELOPMENT (AS)**

3 credits (3 lecture hours)

Explores the development of professional behaviors, ethics, documentation, teamwork, advocacy and other topics promoting professional growth. Lake Worth only.

**OTH 2420C OCCUPATIONAL THERAPY WITH THE ADULT CLIENT (AS)**

6 credits (3 lecture hours, 4 lab hours, 2 clinical hours)

Prerequisite: OTH 1520C

Provides an overview of the aging process from early to late adulthood and its relation to occupational performance. Occupational therapy assessment and intervention for adults with physical dysfunction will be emphasized. Experiences in facilities that provide services to adults will be coordinated with class work. Liability insurance required. Special fee required. Lake Worth only.

**OTH 2705 MANAGEMENT AND FIELDWORK ISSUES (AS)**

2 credits (2 lecture hours)

Prerequisite: OTH 1001

Addresses issues related to management and fieldwork. Topics may include: supervision, quality management, clinical reasoning, job seeking skills and strategies to succeed at fieldwork. Lake Worth only.

**OTH 2840 SUPERVISED CLINICAL PRACTICE I (AS)**

6 credits (18 lab hours)

Full-time work for eight weeks in an OT treatment program under the supervision of a Registered Occupational Therapist. Students will be required to attend mandatory sessions at the college to address fieldwork issues. Lake Worth only.

**OTH 2841 SUPERVISED CLINICAL PRACTICE I (AS)**

6 credits (18 lab hours)

Full-time work for eight weeks in an OT treatment program under the supervision of a Registered Occupational Therapist. Students will be required to attend mandatory sessions at the college to address fieldwork issues. Lake Worth only.

**PCB 2061 GENETICS (AA)**

3 credits (3 lecture hours)

Prerequisite: BSC 1010

This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students and majors in biology.

**PCB 2061L EXPERIMENTS IN GENETICS (AA)**

1 credit (2 lab hours)

Co-Requisite/Prerequisite: PCB 2063

Experimental determination of genetic ratios mainly by computer simulation.

**PEL 1211 SOFTBALL (AA)**

1 credit (2 lab hours)

Skills, strategy and application of rules for softball and officiating techniques. Palm Beach Gardens only.

**PEL 1321 VOLLEYBALL (AA)**

1 credit (2 lab hours)

Introduces the skills and techniques of volleyball. Palm Beach Gardens only.

**PEL 1346 BADMINTON (AA)**

1 credit (2 lab hours)

Introduces basic skills and fundamental with practice in singles and doubles.

**PEL 1441 RACQUETBALL (AA)**

1 credit (2 lab hours)

Introduces basic skills, technique, knowledge, strategy and application of rules in racquetball. Not offered at Belle Glade.

**PEL 1621 BASKETBALL (AA)**

1 credit (2 lab hours)

Review basic skills of basketball and interpretation and application of rules and study of basic offenses and defenses and their usages. Lake Worth only.

**PEL 2041 RECREATIONAL GAMES (AA)**

1 credit (2 lab hours)

Activities of a recreational nature emphasizing participation in table tennis, deck tennis, frisbee and other activities. Lake Worth and Boca Raton only.

**PEL 2111 BOWLING (AA)**

1 credit (2 lab hours)

Theory, application and practice of basic skills in bowling. Special fee required. Palm Beach Gardens only.

**PEL 2121 GOLF (AA)**

1 credit (2 lab hours)

Introduction in fundamental skills and application of golf rules. Special fee required. Lake Worth and Palm Beach Gardens only.

**PEL 2122 INTERMEDIATE GOLF (AA)**

1 credit (2 lab hours)

Prerequisite: PEL 2121

Analyze round on the course and use this information to improve game. Special fee required. Lake Worth and Palm Beach Gardens only.

**PEL 2141 ARCHERY (AA)**

1 credit (2 lab hours)

Basic skills, techniques and knowledge in archery.

**PEL 2341 BEGINNING TENNIS (AA)**

1 credit (2 lab hours)

Basic skills, techniques, fundamentals, strategy and application of rules in tennis. (Students furnish own racquets.) Special fee required. Lake Worth and Boca Raton only.

**PEL 2342 INTERMEDIATE TENNIS (AA)**

1 credit (2 lab hours)

Prerequisite: PEL 2341

Advanced tennis skill development by analysis, strategies and progression of skills. Special fee required. Lake Worth and Boca Raton only.



**PEM 1116 AEROBIC DANCE (AA)**

1 credit (2 lab hours)

A basic course in rhythmic movement of large muscles designed to enhance muscle tone and flexibility. Special fee required. Lake Worth and Palm Beach Gardens only.

**PEM 1146 JOGGING (AA)**

1 credit (2 lab hours)

Guidelines to becoming a jogger with individuals starting on his/her own program. Not offered at Belle Glade.

**PEM 1152 PHYSICAL FITNESS II (AA)**

1 credit (2 lab hours)

Prerequisite: HLP 1081

Activities for development of balance, agility, coordination, speed, power and reaction time.

**PEM 1376C BACKPACKING (AA)**

1 credit (1 lecture hour, 1 lab hour)

Skills and knowledge for backpacking.

**PEM 2405 SELF-DEFENSE (AA)**

1 credit (2 lab hours)

Develop self-confidence and abilities for self-defense. Includes Crime prevention. Lake Worth and Palm Beach Gardens only.

**PEN 2122 SWIMMING AND DIVING (AA)**

1 credit (2 lab hours)

Introduces the elements of swimming, diving and water-safety skill beyond the beginner and advanced-beginner level. Special fee required. Palm Beach Gardens only.

**PEN 2136 SCUBA DIVING (AA)**

1 credit (2 lab hours)

Introduces knowledge and skills required for scuba diving. Certification is issued upon successful completion. Special fee required. Lake Worth only.

**PEN 2137 ADVANCED SCUBA (AA)**

1 credit (2 lab hours)

Provides certified scuba divers with knowledge and skills required for advance scuba diving. Advanced scuba diver certification is issued on successful completion. Special fee required. Lake Worth only.

**PEN 2251 CANOEING (AA)**

1 credit (2 lab hours)

Knowledge and skills to safely navigate a canoe.

**PEO 1031C INDIVIDUAL SPORTS (AA)**

3 credits (2 lecture hours, 2 lab hours)

Includes: bowling, archery and golf providing the physical education major with basic fundamental strategies and skill progressions. Lake Worth only.

**PEO 1321C VOLLEYBALL FUNDAMENTALS AND OFFICIATING (AA)**

3 credits (2 lecture hours, 2 lab hours)

Physical education major courses is for professional Physical Education majors only and will not satisfy graduation requirements for non-P.E. majors. Provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball. Lake Worth only.

**PEO 1511C FUNDAMENTAL OF SOCCER (AA)**

2 credits (1 lecture hour, 2 lab hours)

Provides the prospective physical education teacher knowledge and basic skills, strategies and progression in soccer. Lake Worth only.

**PEO 2004 THEORY AND PRACTICE OF COACHING A SPECIFIC SPORT (AA)**

3 credits (3 lecture hours)

This course is designed to provide knowledge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: baseball/softball, basketball, football, golf, soccer, swimming, tennis, track and field/cross country, volleyball and wrestling. Lake Worth only.

**PEO 2005 COACHING THEORY (AA)**

3 credits (3 lecture hours)

This course is designed to provide knowledge of the characteristics, principles, ethics and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal level of performance. Lake Worth only.

**PEO 2013 OFFICIATING TECHNIQUES FOR TEAM SPORTS (AA)**

2 credits (2 lecture hours)

Theory of officiating team sports (football, soccer, baseball/softball and volleyball).

**PEO 2033 OFFICIATING TECHNIQUES FOR INDIVIDUAL SPORTS (AA)**

2 credits (2 lecture hours)

Theory of officiating individual sports (badminton, tennis, track and field and swimming).

**PEO 2351C FUNDAMENTAL OF RACQUET SPORTS (AA)**

3 credits (2 lecture hours, 2 lab hours)

Provides the prospective physical education teacher knowledge and skills in tennis, racquetball and badminton. Lake Worth only.

**PEO 2621C FUNDAMENTAL OF BASKETBALL (AA)**

2 credits (1 lecture hour, 2 lab hours)

Provides the prospective physical education teacher knowledge and skills in basketball and badminton. Lake Worth only.

**PEP 2101 ESSENTIALS OF FITNESS (AA)**

3 credits (3 lecture hours)

Provides the prospective physical education teacher a fundamental knowledge of physical fitness, fitness evaluation and program planning. Each student is required to be certified in CPR Lake Worth only. Offered Winter only.

**PEQ 2115 WATER SAFETY INSTRUCTOR (AA)**

1 credit (2 lab hours)

Prerequisite: PEN 2113.

Provides teaching knowledge of basic strokes of swimming, life-saving theory and techniques of rescue, safe, basic small-craft skills and stresses safe practices for Red Cross Water Safety Instructor.

**PET 2000 INTRODUCTORY TO PHYSICAL EDUCATION (AA)**

3 credits (3 lecture hours)

Provides the prospective physical education teacher an introduction to physical education including program training and professional opportunities. Lake Worth only.

**PET 2622 CARE AND PREVENTION OF ATHLETIC INJURIES (AA)**

3 credits (3 lecture hours)

This course is designed to provide students with a basic knowledge of the care, prevention and rehabilitation of injuries received during participation in physical education activities. Prior First Aid certification is strongly recommended. Lake Worth only.

**PGY 1118C COLOR PRINTING I (AA)**

3 credits (2 lecture hour, 2 lab hours)

Prerequisite: PGY 1401C

This course is taught with the additive system for exposure. A detailed instruction on how to mix and use color chemistry is given with color theory. Special fee required.

**PGY 1119C COLOR PHOTOGRAPHY II (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1118C

Continuation of PGY 1118C using the additive system of exposure. Color balance with color measurement in lab assignments is covered.

**PGY 1401C INTRODUCTORY TO PHOTOGRAPHY (AA)**

3 credits (2 lecture hours, 2 lab hours)

Introduction to black and white photography. The camera's construction and operation are explained. Emphasis on printing and darkroom procedures. Students in all photography courses will be required to furnish film, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

**PGY 2103C ZONE SYSTEM (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: PGY 1401C or equivalent

Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed.

**PGY 2109C FINE PRINT (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: PGY 1401C and PGY 2103C

Comprehensive approach to making photographic prints to obtain desired qualities.

**PGY 2211C TECHNIQUES OF COMMERCIAL PHOTOGRAPHY (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C, ART 1300C, PGY 1401C

Continuation of PGY 2445C emphasizing portrait, product and experimental photography and continuing a photography major's work. (May be taken twice for credit.)

**PGY 2445C EXPERIMENTAL PHOTOGRAPHY (AA)**

3 credits (2 hours lecture, 2 lab hours)

Prerequisite: PGY 1401C or instructor permission required.

A course for those students familiar with processing of black and white negative materials and experienced in printing and enlarging black and white photographs. Fine art and photography students majoring in this area will be completing art-oriented projects with strong emphasis on the creative approach in photography. Students will present a portfolio at the end of the semester. Special fee required.

**PHI 1010 INTRODUCTORY TO PHILOSOPHY (AA)**

3 credits (3 lecture hours)

Explores the nature of philosophy, methods and major problems from pre-Socratic era to present. Ideas and their relationship to science, art, religion and sociopolitical development are examined. Requires a grade of "C" or better for AA transfer credit.

**PHI 1100 CRITICAL REASONING (AA)**

3 credits (3 lecture hours)

This course is designed to introduce students to the essentials of logic as a way to make decisions and to assess the ideas of others. Topics covered include induction, deduction, arguments, fallacies, creative thinking and subjective influences on thinking.

**PHI 1600 ETHICS (AA)**

3 credits (3 lecture hours)

A rigorous and systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals worth seeking in human life using ethics as a science of conduct. Requires a grade of "C" or better for AA transfer credit.

**PHY 1001 APPLIED PHYSICS (AA)**

3 credits (3 lecture hours)

Prerequisite: MAC 1105; Corequisite: MAC 1114

A concentrated, one-semester, applied-physics course; includes essential physical principles for engineering, medical and other technician personnel. An overview of basic physics concepts is presented with minimum emphasis on mathematics. Includes physical mechanics, electricity and magnetism and optics. Lake Worth only.

**PHY 1007 PHYSICS FOR ALLIED HEALTH PROFESSIONS (AA)**

3 credits (3 lecture hours)

Corequisite: MAC 1105

A one-semester course in applied physics for allied health fields. Covers technical math calculations, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light and sound. Palm Beach Gardens only.

**PHY 2048 GENERAL PHYSICS WITH CALCULUS I (AA)**

4 credits (4 lecture hours)

Prerequisite: MAC 2311; Corequisites: PHY 2048L

First of a two-term sequence in general physics for students with above average mathematics background. Designed for students in engineering and science; topics: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, fluids at rest and in motion, gases, heat transfer, change of phase. Not offered at Belle Glade.

**PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY (AA)**

1 credit (2 lab hours)

Corequisite: PHY 2048 or PHY 2053. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (See Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Laboratory for the courses PHY 2053 and PHY 2048. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. Not offered at Belle Glade. Special fee required.

**PHY 2049 GENERAL PHYSICS WITH CALCULUS II (AA)**

4 credits (4 lecture hours)

Prerequisite: PHY 2048 and MAC 2312; Corequisites: PHY 2049L. Second term of the general physics with calculus sequence. Topics included are electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. Not offered at Belle Glade.

**PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY (AA)**

1 credit (2 lab hours)

Prerequisite: PHY 2048L; Corequisite: PHY 2049 or PHY 2054. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

The laboratory is for the courses PHY 2054 and PHY 2049. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. Not offered at Belle Glade. Special fee required.

**PHY 2053 GENERAL PHYSICS I (AA)**

4 credits (4 lecture hours)

Prerequisite: MAC 1105; Corequisite: PHY 2048L and MAC 1114. Designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. The first part of a two-term sequence must be taken before PHY 2054. Topics are vector quantities, Newton's Laws, mechanical equilibrium, translational and rotational motion, energy and work, heat and thermal concepts. Not offered at Belle Glade.

**PHY 2054 GENERAL PHYSICS II (AA)**

4 credits (4 lecture hours)

Prerequisites: PHY 2053 and PHY 2048L; Corequisite: PHY 2049L. Second term of the general physics sequence. Topics are electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. Not offered at Belle Glade.

**PLA 1003 INTRODUCTORY TO LEGAL TECHNOLOGY (AS)**

3 credits (3 lecture hours)

An overview of the training and purpose of legal assistants. Examines role of lawyers and legal assistants, ethical and professional practice standards for both lawyer and assistant and surveys fields of law covered by the program.

**PLA 1104 LEGAL WRITING AND RESEARCH I (AS)**

3 credits (3 lecture hours)

Introduction in writing civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. Includes in-depth examination of the law library and legal research.

**PLA 1203 PREPARING NEGLIGENCE CASES (AS)**

3 credits (3 lecture hours)

Basic law relating to civil wrong applied to personal and property damage including intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities.

**PLA 1949C Co-OP LEGAL ASSISTANT I (AS)**

3 credits (1 lecture hour, 10 lab hours)

Coordinated work-study program reinforcing educational and professional growth parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objective for on-the-job legal assistant assignments. The student is evaluated by the teacher-coordinator and immediate supervisor.

**PLA 2114 LEGAL WRITING AND RESEARCH II (AS)**

3 credits (3 lecture hours)

Prerequisite: PLA 1104

Advanced course in civil and criminal legal writing and research.

**PLA 2223 COURT SYSTEM: PROCEDURES AND PLEADINGS I (AS)**

3 credits (3 lecture hours)

Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts.

**PLA 2233 COURT SYSTEM: PROCEDURES AND PLEADINGS II (AS)**

3 credits (3 lecture hours)

Co-Requisite/Prerequisite: PLA 2223.

Basics of civil and criminal causes of action through exercises in drafting and use of pleading forms.

**PLA 2483 ADMINISTRATIVE LAW (AS)**

3 credits (3 lecture hours)

A broad survey seeking to identify and describe areas of government, both state and federal regulations of businesses and government regulations and administrative procedures.

**PLA 2504 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I (AS)**

3 credits (3 lecture hours)

Survey of common types of real estate transactions and conveyances, such as deeds, contracts leases, etc, and problems in drafting related documents.

**PLA 2513 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II (AS)**

3 credits (3 lecture hours)

Prerequisites: PLA 2504

Advanced course in Real Estate Law and Property Transactions. Includes mortgage financing, RESPA, landlord/tenant and condo law. Students must have completed Real Estate Law and Property Transactions I.

**PLA 2603 ADMINISTRATION OF ESTATES (AS)**

3 credits (3 lecture hours)

Survey of estate planning and administration, including preparation of wills, trust and probate forms.

**PLA 2803 FAMILY LAW (AS)**

3 credits (3 lecture hours)

Study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements and property disposition.

**PLA 2949C Co-OP LEGAL ASSISTANT II (AS)**

3 credits (2 lecture hours, 10 lab hours)

Prerequisite: PLA 1949

Continuation of PLA 1949

**PLS 2220 PLANT PROPAGATION (AS)**

3 credits (3 lecture hours)

Modern techniques of sexual and asexual propagation are surveyed and demonstrated including seed germination, grafting, cuttage and micropropagation. Biochemical procith successful propagation techniques are studied.

**PMA 2213 PLANT PEST MANAGEMENT (AS)**

3 credits (3 lecture hours)

Students are given a basic understanding of plant pests and their effective management. Important insect, fungal, bacterial and viral plant problems will be surveyed. An extensive section on pesticide classification and proper use is included.

**PMT 0390 SHEET METAL APPRENTICESHIP I (PSAV)**

102 clock hours

Prerequisite: Acceptance into the Sheet Metal Apprenticeship program; Corequisite: PMT 0942

Course provides knowledge of working safely in the shop and on the jobsite, proper use of hand tools and shop equipment, drafting, principals of layout, layout on metal, communication, emergency procedures, handling hazardous materials, sheet metal industry mathematics and first aid.

**PMT 0391 SHEET METAL APPRENTICESHIP II (PSAV)**

132 clock hours

Prerequisite: PMT 0390; Corequisite: PMT 0942

Course continues with trade tools, identify, use and care. Introduction to soldering, welding, parallel line layout, radial line and triangulation layout and fabrication, covers asbestos safety and working safely and sheet metal mathematics.

**PMT 0392 SHEET METAL APPRENTICESHIP III (PSAV)**

114 clock hours

Prerequisite: PMT 0391, PMT 0943; Corequisite: PMT 0944

Course provides knowledge of bidding and job costs, pictorial drawing, freehand sketching, round tees (parallel lines), round elbows, round tapers (radial lines), roof jacks, round tapers (triangulation), squares to rounds, transitions, duct elbows, ogee offsets, Y-branches and introduction to sheet metal architectural work. sheet metal industry math and first aid will also be covered.

**PMT 0393 SHEET METAL APPRENTICESHIP IV (PSAV)**

120 clock hours

Prerequisite: PMT 0392; Corequisite: PMT 0944

Course provides knowledge of architectural sheet metal practices, roof drainage systems, flashings, waterproofing roof edges and walls, installing strip systems, metal roofs, specialized roofs, ventilators and louvers, organizing tools and equipment for a job, layout of penetrations, hangers and anchors, preparing the duct, fire and smoke dampers, duct elevations and clearances and introduction to computers.

**PMT 0394 SHEET METAL APPRENTICESHIP V (PSAV)**

117 clock hours

Prerequisite: PMT 0393, PMT 0945; Corequisite: PMT 0946

Course provides knowledge of HVAC systems, air and it's properties, ventilation, heating, cooling, airflow in ducts, fans, duct systems, duct design, outlets and other HVAC fans, duct systems, duct design, outlets and other HVAC buy-out items, the contract documents and specifications.

**PMT 0395 SHEET METAL APPRENTICESHIP VI (PSAV)**

117 clock hours

Prerequisite: PMT 0394; Corequisite: PMT 0946

Course provides knowledge of filters and other cleaning equipment, indoor air quality, clean rooms, other special ventilation needs, refrigeration, servicing HVAC equipment, rigid fibrous duct, metal ceilings, lagging, industrial sheet metal, boiler breechings and plastics.

**PMT 0396 SHEET METAL APPRENTICESHIP VII (PSAV)**

117 clock hours

Prerequisite: PMT 0395, PMT 0947; Corequisite: PMT 0948

Course provides knowledge of architectural drawings, structural drawings, mechanical drawings, electrical drawings, sheet metal drawings, CAD in the sheet metal industry, using CAD, field measuring, hoisting and rigging, safety in field installation, installing central HVAC equipment, installing package units and sign work.

**PMT 0397 SHEET METAL APPRENTICESHIP VIII (PSAV)**

117 clock hours

Prerequisite: PMT 0396; Corequisite: PMT 0948

Course provides knowledge of the years ahead, customer service, supervision, organizing work and solving problems, computer estimating, electricity, automatic controls, duct leakage testing, using instruments, testing adjusting and balancing (TAB), balancing environmental air systems and energy management.



**PMT 0942 R SHEET METAL COOPERATIVE I (FIRST YEAR) (PSAV)**

19.5 clock hours

Prerequisite: Acceptance into the Sheet Metal Apprenticeship program; Corequisite: PMT 0390 or PMT 0391

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0943 R SHEET METAL COOPERATIVE II (SUMMER) (PSAV)**

25 clock hours

Prerequisite: PMT 0391, PMT 0942

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0944 R SHEET METAL COOPERATIVE III (SECOND YEAR) (PSAV)**

19.5 clock hours

Prerequisites: PMT 0391, PMT 0943, Corequisite: PMT 0392 or PMT 0393

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0945 R SHEET METAL COOPERATIVE IV (SUMMER) (PSAV)**

25 clock hours

Prerequisite: PMT 0393, PMT 0944

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0946 R SHEET METAL COOPERATIVE V (THIRD YEAR) (PSAV)**

19.5 clock hours

Prerequisites: PMT 0393, PMT 0945, Corequisite: PMT 0394 or PMT 0395

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0947 R SHEET METAL COOPERATIVE VI (SUMMER) (PSAV)**

25 clock hours

Prerequisites: PMT 0395, PMT 0946

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0948 R SHEET METAL COOPERATIVE VII (FOURTH YEAR) (PSAV)**

19.5 clock hours

Prerequisites: PMT 0395, PMT 0947, Corequisite: PMT 0396 or PMT 0397

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0949 R SHEET METAL COOPERATIVE VIII (SUMMER) (PSAV)**

25 clock hours

Prerequisites: PMT 0396, PMT 0948

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0950 IRON WORKER APPRENTICESHIP I (PSAV)**

93 clock hours

Prerequisite: Acceptance into the Iron Worker Apprenticeship program; Corequisite: PMT 0960

This course provides an introduction to job site safety and emergency procedures including first aid and CPR, communication skills, math and trade terminology, the use, care and safe handling of tools and apparatus commonly used in ironwork. The student will be able to fabricate reinforcing steel, using various math formulas.

**PMT 0951 IRON WORKER APPRENTICESHIP II (PSAV)**

123 Clock hours

Prerequisite: PMT 0950; Corequisite PMT 0960

This course is a continuation of the first semester (first year) course and provides instruction in proper reinforcing techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork.

**PMT 0952 IRON WORKER APPRENTICESHIP III (PSAV)**

93 clock hours

Prerequisite: PMT 0951, PMT 0961; Corequisite PMT 0962

This course is for students in the second year of the Ironworker's Apprenticeship program. It provides an introduction to all aspects of structural steel as well as perform rigging operations.

**PMT 0953 IRON WORKER APPRENTICESHIP IV (PSAV)**

123 clock hours

Prerequisite: PMT 0952; Corequisite PMT 0962

This course is a continuation of the first semester (second year) and provides instruction in proper structural steel techniques. Students will learn how to apply metal decking and sheeting as well as identifying different types of fiber line.

**PMT 0954 IRON WORKER APPRENTICESHIP V (PSAV)**

93 clock hours

Prerequisite: PMT 0953, PMT 09630; Corequisite PMT 0964

This course is for students in the third year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the certified structural steel welder in ironwork.

**PMT 0955 IRON WORKER APPRENTICESHIP VI (PSAV)**

123 clock hours

Prerequisite: PMT 0954; Corequisite PMT 0964

This course is a continuation of the first semester (third year) and provides instruction in how to perform certified welding operations to industry standards. Students will learn how to identify the types of welds, welding machines, rods and wire, cutting and welding processes.

**PMT 0956 IRON WORKER APPRENTICESHIP VII (PSAV)**

93 clock hours

Prerequisite: PMT 0955, PMT 0965; Corequisite PMT 0966

This course is for students in the fourth year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the ornamental steel worker in installing gratings, handrails, stairways, grills, windows and sealants.

**PMT 0957 IRON WORKER APPRENTICESHIP VIII (PSAV)**

123 clock hours

Prerequisite: PMT 0956; Corequisite PMT 0966

This course is a continuation of the first semester (fourth year) and provides instruction in proper ornamental steel welder techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork. Students will learn how to identify access structures as well as read and interpret blueprints.

**PMT 0960 R IRON WORKER COOPERATIVE I (FIRST YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0961 R IRON WORKER COOPERATIVE II (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0962 R IRON WORKER COOPERATIVE III (SECOND YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0963 R IRON WORKER COOPERATIVE IV (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0964 R IRON WORKER COOPERATIVE V (THIRD YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0965 R IRON WORKER COOPERATIVE VI (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0966 R IRON WORKER COOPERATIVE VII (FOURTH YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0967 R IRON WORKER COOPERATIVE VIII (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0970 PIPEFITTER APPRENTICESHIP I (PSAV)**

108 clock hours

Corequisite: PMT 0986

Course provides OSHA, job safety trade related mathematics and Science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects.

**PMT 0971 PIPEFITTER APPRENTICESHIP II (PSAV)**

108 clock hours

Corequisite: PMT 0986

Course continues first year. Related classroom and hands on shop projects

**PMT 0972 PIPEFITTER APPRENTICESHIP III (PSAV)**

108 clock hours

Corequisite: PMT 0988

Course provides related classroom and shop pipefitting, drawing interpretation and plan reading, shop cutting and welding. Basic pipe trade mathematics.

**PMT 0973 PIPEFITTER APPRENTICESHIP IV (PSAV)**

108 clock hours

Corequisite: PMT 0988

Course continues with related drawing and plans, understanding air conditioning and heating system.

**PMT 0974 PIPEFITTER APPRENTICESHIP V (PSAV)**

108 clock hours

Corequisite: PMT 0990

Course provides related classroom and shop pipefitting, advanced drawing interpretation and plan reading. The student will apply mechanical code to mechanical drawings. Welding certification.

**PMT 0975 PIPEFITTER APPRENTICESHIP VI (PSAV)**

108 clock hours

Corequisite: PMT 0990

Course continues with classroom and shop pipefitting. Heavy rigging, certify using American Society of Mechanical Engineers (ASME) boiler and pressure vessel code. Shielded metal arc welding.

**PMT 0976 PIPEFITTER APPRENTICESHIP VII (PSAV)**

108 clock hours

Corequisite: PMT 0992

Course provides related classroom and shop welding. Advanced shielded metal arc welding and gas tungsten arc welding.

**PMT 0977 PIPEFITTER APPRENTICESHIP VIII (PSAV)**

108 clock hours

Corequisite: PMT 0992

Course continues to provide advanced shielded metal arc welding (S.M.A.W.) And gas tungsten arc welding (G.T.A.W.)

**PMT 0978 PIPEFITTER APPRENTICESHIP IX (PSAV)**

108 clock hours

Corequisite: PMT 0994

Course provides shop welding using shielded metal arc welding and gas tungsten arc welding, leading to Section IX A.S.M.E. certification with different material and positions.

**PMT 0979 PIPEFITTER APPRENTICESHIP X (PSAV)**

108 clock hours

Corequisite: PMT 0994

Continues A.S.M.E. qualification standards. This course provides job foreman and leadership training.

**PMT 0986 R PIPEFITTER WORKER COOPERATIVE I (FIRST YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0987 R PIPEFITTER COOPERATIVE II (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0988 R PIPEFITTER WORKER COOPERATIVE III (SECOND YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0989 R PIPEFITTER COOPERATIVE IV (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0990 R PIPEFITTER WORKER COOPERATIVE V (THIRD YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0991 R PIPEFITTER COOPERATIVE VI (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0992 R PIPEFITTER WORKER COOPERATIVE VII (FOURTH YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0993 R PIPEFITTER COOPERATIVE VIII (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0994 R PIPEFITTER WORKER COOPERATIVE IX (FIFTH YEAR) (PSAV)**

19.5 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**PMT 0995 R PIPEFITTER COOPERATIVE X (SUMMER) (PSAV)**

25 clock hours

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job-skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

**POS 1001 INTRODUCTORY TO POLITICAL SCIENCE (AA)**

3 credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Introduction to the discipline and practice of political science, including politics, law, public administration, political theory and international relations. It will highlight the United States Constitution and its governmental institutions and political practices. It will compare and contrast the U.S. with other nations and their constitutions, governmental institutions and political systems. It will also include application exercises to help students develop the skills necessary to become effective global citizens. Gordon Rule written work: 2,000 words and computer application required. Requires a "C" or better for AA degree credit.

**POS 2041 AMERICAN NATIONAL GOVERNMENT (AA)**

3 credits (3 hours lecture)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Introduction to the institutions of government, highlighting the American political system at the federal level and including discussion of the U.S. Constitution and Bill of Rights, the branches of government, national and foreign policy-making and the role of bureaucracy; ideologies, interest groups, political parties, elections and mass media in the political process. Course will include application exercises to help students develop the skills to become effective global citizens. Gordon Rule written work: 2,000 words and computer application required. Requires a "C" or better for AA degree credit. Distance-learning sections may be available.

**POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT (AA)**

3 credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Introduces the organization and behavior of major political actors, institutions, policies and localities in the 50 states, with a particular emphasis on the state of Florida. Includes a study of the U.S. and state constitutions and the history and development of American federalism. Topics include political participation, political parties, interest groups, legislatures, courts, governors and administration and an analysis of various policies, including taxation, education, welfare, criminal justice, transportation and growth management. Gordon Rule written work: 2,000 words and computer application required. Requires a "C" or better for AA degree credit.

**PRN 0001 FUNDAMENTALS OF NURSING (PSAV)**

100 clock hours

Prerequisites: HSC 0003, HCP 0100, PRN 0022

This course is designed to prepare the student in the procedure of seeking and securing a job, introduces broad concepts of health in personal, family and community areas, basic information and diseases and extends the students role in giving patient care. Liability insurance required.



**PRN 0004 INTRODUCTORY TO MEDICAL/SURGICAL NURSING INCLUDING PEDIATRICS (PSAV)**

182 clock hours

Prerequisites: HSC 0003, HCP 0100, PRN 0001, PRN 0020, PRN 0022  
The purpose of this course is to introduce further information about illnesses, (vocabulary, causes and control, or prevention and signs/symptoms) which will be used and reused when learning about patients with diseases and disorders. It will serve to further extend the student's understanding of his/her roles in giving patient care in a variety of situations with patients of all ages. Liability insurance required.

**PRN 0010 COMPREHENSIVE NURSING AND TRANSITIONAL SKILLS (PSAV)**

106 clock hours

Prerequisites: HSC 0003, HCP 0100, PRN 0001, PRN 0004, PRN 0020, PRN 0022, PRN 0030, PRN 0100, PRN 0200  
This course has been designed to present a climate in which the practical nursing student will have opportunities to learn the characteristics of membership and how to function effectively as a team member, seek and secure a job. The course also emphasizes the legal and ethical responsibilities of self, the profession and employer. Liability insurance required.

**PRN 0020 GROWTH/DEVELOPMENT AND NUTRITION (PSAV)**

96 clock hours

Prerequisites: HSC 0003, HCP 0100, PRN 0001, PRN 0022  
The purpose of this course is to provide an integrated concept of growth and nutrition through the developmental processes in humans from birth until death. Liability insurance required.

**PRN 0022 BODY STRUCTURE AND FUNCTION (PSAV)**

69 clock hours

Prerequisites: HSC 0003

This course offers an introduction to the study of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology. Liability insurance required.

**PRN 0030 INTRODUCTORY TO DRUG THERAPY (PSAV)**

85 clock hours

Prerequisites: HSC 0003, HCP 0100, PRN 0001, PRN 0004, PRN 0020, PRN 0022

This course is designed to give basic understanding of the effects of drugs on individuals, their sources, the importance of knowledge of drugs and being accurate in the technique of administering them. There will be a beginning understanding of types of drugs and their use. Emphasis is placed on legal implications and the role of the practical nurse. Liability insurance required.

**PRN 0200 MEDICAL SURGICAL NURSING INCLUDING PEDIATRICS (PSAV)**

443 clock hours

Prerequisites: HSC 0003, HCP 0100, PRN 0001, PRN 0004, PRN 0020, PRN 0022, PRN 0030

This segment presents instruction correlating and integrating theoretical and clinical experiences with a variety of medical and surgical patients of all ages experiencing common physical and emotional conditions of illness. Theoretical content is subdivided into organized horizontal and vertical instructional blocks in order to aid the student's progress in a sequential manner. Primary emphasis is placed upon problem solving methods dictated by the individual's nursing needs and the patient's state of dependency. Pediatric, geriatric and pharmacology clinical experiences are integrated throughout this course. Liability insurance required.

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**PRN 0100 MATERNAL AND NEWBORN HEALTH (PSAV)**

116 clock hours

Prerequisites: HSC 0003, HCP 0100, PRN 0001, PRN 0004, PRN 0020, PRN 0022, PRN 0030, PRN 0200

The purpose of this course is to assist the student to understand the normal function of the body during pregnancy, delivery and post-partum periods. Another purpose is to help the student meet the daily essential needs of the newborn. Liability insurance required.

**PSC 1101 EARTH SCIENCE (AA)**

3 credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Introduction to astronomy, meteorology, geology and oceanography includes physical structure, weather and human impact. Mathematics beyond arithmetic or scientific background is not required.

**PSC 1341 PHYSICAL SCIENCE FOR TODAY'S WORLD (AA)**

3 credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Designed for the non-science major. No mathematics is required beyond ratios, proportions and arithmetic. Emphasis on concepts from study of motion, energy, electricity and magnetism, waves and light, atomic and nuclear and chemistry; and use these concepts to develop an understanding of everyday science. Boca Raton and Palm Beach Gardens only.

**PSY 2012 GENERAL PSYCHOLOGY (AA)**

3 Credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

The course explores various aspects of human behavior and adjustment and provides a representative survey of psychology. Major emphases include philosophical forces that shape psychological study, the structure and function of personality, individual and groups differences, the nature of intelligence, the motivational aspect of behavior and emotions, the learning process and the physiological foundations of behavior. Gordon Rule minimum 2000 words written work and demonstration of computer application are required.

**PUR 2100 WRITING FOR PUBLIC RELATIONS (AA)**

3 credits (3 lecture hours)

Corequisite: ENC 1101 or ENC 1121

This course teaches the students the basic writing skills in public relations communications, targeting a variety of public. Topics include writing press releases, writing radio and television promotional scripts, designing and writing brochures and newsletters. Lake Worth only.

**REA 0001 COLLEGE PREP READING I**

3 Institutional credits (3 lecture hours)

Corequisite: SLS 1501: Strategies for College Success.

This course prepares students for REA 0010. It covers reading aids, basic vocabulary and literal comprehension skills as needed. Graded Passing or Not Passing (P or N). Special fee required.

**REA 0010 COLLEGE PREP READING II**

3 Institutional credits (3 lecture hours)

Prerequisite: College Placement Score (CPT) of 61 or above or successful completion of REA 0001; Corequisite: SLS 1501: Strategies for College Success

This course prepares students for college credit level courses. It covers critical and analytical reading skills and college level vocabulary usage. Grade Passing or Not Passing (P or N). Special fee required.

**REA 1125 CLAST READING (AA)**

1 credit (1 lecture hour)

Prerequisite: score below state-mandated passing level on the reading subtest of CLAST.

This course is designed for students who need an intensive review in college level reading skills before they retake the CLAST reading subtest. Although literal reading skills are taught, critical and analytical reading skills are stressed. The literal and critical skills included in the reading CLAST objectives will be emphasized. Graded Passing or Not Passing (P or N).

**REA 1205 ACCELERATED READING (AA)**

3 credits (3 lecture hours)

Prerequisite: If College Prep Reading is required, it must be completed satisfactorily before REA 1205 is attempted.

This advanced reading course emphasizes increased reading speed and comprehension. It involves independent study with self-paced activities, lab practice and instructor conferences.

**REE 1040 REAL ESTATE PRINCIPLES AND PRACTICES-FREC I (AS)**

4 credits (4 lecture hours)

Principles, practices and theories of real property, economic value, legal implication and relationship to the salesperson and broker including Florida Real Estate license Law. Successful completion is required by Florida Real Estate Commission (FREC) prior to filing application for state license examination.

**REE 1100 REAL ESTATE APPRAISAL I (AS)**

3 credits (3 lecture hours)

Prerequisite: REE 1040 or consent of instructor.

Appraisal process is examined analytically to determine residential property value on a cost, market and income basis including neighborhood and site analysis, residential style, functional cost estimates and depreciation.

**REE 2440 ABSTRACTS AND TITLES I (AS)**

3 credits (3 lecture hours)

History of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title.

**REL 1210 THE OLD TESTAMENT (AA)**

3 credits (3 lecture hours)

Introduction to the Bible includes history, literature, geography and religion of Israel through exile and restoration.

**REL 1240 THE NEW TESTAMENT (AA)**

3 credits (3 lecture hours)

Introduction to the New Testament including language, literature and geography. Discussion on ancient manuscripts, history of modern translations, period between testaments, harmony of gospels and history of early church in Acts and Epistles.

**REL 2300 INTRODUCTORY TO THE MAJOR RELIGIONS OF THE WORLD (AA)**

3 credits (3 lecture hours)

Introduction to major religions of the world including Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism.

**RET 1272 FUNDAMENTALS OF RESPIRATORY CARE I (AS)**

9 credits (9 lecture hours)

Prerequisite: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272L, RET 1874L

Introduction to basic science, theories and technologies in respiratory care with emphasis on knowledge required to perform respiratory care, medical terminology, pharmacology, medical gas therapy, patient assessment, therapies and diagnostics. Palm Beach Gardens only. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 1272L FUNDAMENTALS OF RESPIRATORY CARE I LABORATORY (AS)**

3 credits (6 lab hours)

Prerequisites: HSC 1000/1000L, BSC 1085/1085L; Corequisite: RET 1272; RET 1874L

Emphasis on competence and proficiency skills in applying therapeutic and diagnostic respiratory care. Laboratory experience in medical gas and aerosol delivery and cardiopulmonary resuscitation. Palm Beach Gardens only. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 1273 FUNDAMENTALS OF RESPIRATORY CARE II (AS)**

6 credits (6 lecture hours)

Prerequisites: RET 1272, RET 1272L and RET 1874L; Corequisites: RET 1273L and RET 1875L

Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, mechanical ventilation, neonatal/pediatrics and cardiopulmonary diseases. Palm Beach Gardens only. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 1273L FUNDAMENTALS OF RESPIRATORY CARE II LABORATORY (AS)**

2 credits (4 lab hours)

Prerequisites: RET 1272/1272L, RET 1874L; Corequisite: RET 1273, RET 1875L

Emphasis on competence and proficiency skills applying therapeutic and diagnostic respiratory care. Laboratory experience in airway management, blood gas analysis, intensive care mechanical ventilation. Palm Beach Gardens only. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 1874L CLINICAL INTERNSHIP I (AS)**

1 credit (8 clinical hours)

Prerequisite: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272 and RET 1272L

Clinical practice of respiratory care in an eight-hour week/hospital-based internship. Pulmonary function diagnostics, therapeutics, disinfection and sterilization techniques, equipment recognition and maintenance are included. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

For information call (561) 434-5140

**RET 1875L CLINICAL INTERNSHIP II (AS)**

3 credit (24 clinical hours)

Prerequisite: RET 1272/1272L, RET 1874L; Corequisites: RET 1273/1273L

Direct patient contact is emphasized within this 24-hour/week, hospital-based course. Included is medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques and blood gas sampling and analysis. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 1876C CLINICAL INTERNSHIP III (AS)**

4 credits (9 clinical hours)

Prerequisite: RET 1273/1273L, RET 1875L

Emphasizes application of respiratory care theory and technology in intensive care including patient contact during a 32-hour/week, hospital-based internship. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient-care planning. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 2280C FUNDAMENTALS OF RESPIRATORY CARE THERAPY III (AS)**

7 credits (6 lecture hours, 2 lab hours)

Prerequisites: RET 1272/1272L, RET 1273/1273L, RET 1874L, RET 1875L, RET 1876L; Corequisite: RET 2877L

Respiratory care clinical lectures on advanced cardiopulmonary monitoring/diagnostic techniques. Exercise testing and neonatal/pediatrics are included emphasizing clinical decision-making. Palm Beach Gardens only. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 2534C FUNDAMENTALS OF RESPIRATORY CARE THERAPY IV (AS)**

7 credits (6 lecture hours, 2 lab hours)

Prerequisites: RET 1272/1272L, RET 1273/1273L, RET 1874L, RET 1875L, RET 1876C, RET 2280C, RET 2877L; Corequisite: RET 2878L

Combined lecture and laboratory provides instructions specific to many sites where respiratory care is practiced including hospital, physician's office and home/care/rehabilitation. Advanced cardiopulmonary pathophysiology is presented focusing on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing emphasizing preparation for registry examinations. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 2877L CLINICAL INTERNSHIP IV (AS)**

3 credits (24 clinical hours)

Prerequisites: RET 1272/1272L, RET 1273/1273L, RET 1874L, RET 1875L, RET 1876L; Corequisite: RET 2280C

Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, neonatal/pediatrics and research methods focusing on decision-making in patient-case management. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RET 2878L CLINICAL INTERNSHIP V (AS)**

2 credits (16 clinical hours)

Prerequisite: RET 1272/1272L, RET 1273/1273L, RET 1874L, RET 1875L, RET 1876L, RET 2280C, RET 2877L; Corequisite: RET 2534C

Provides departmental management experience in hospitals, patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Reviews prepare students for national registry exam. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

**RTE 1000 INTRODUCTORY TO RADIOGRAPHY (AS)**

3 credits (3 hours lecture)

Prerequisite: HSC 1000

An introduction to radiography to include an introduction to the program, profession, didactic and clinical environments, radiation protection, x-ray production, interactions, principles of radiographic imaging, imaging equipment and radiographic technique. Palm Beach Gardens only.

**RTE 1401 RADIOGRAPHIC IMAGING I (AS)**

2 credits (2 lecture hours)

Prerequisites and/or Corequisites: RTE 1000

An analysis of techniques systems, radiographic technique, the Inverse Square Law, the fundamentals of physics, atomic structure, the electromagnetic spectrum, X-ray production, X-ray emission, X-ray interactions and quality control. Palm Beach Gardens only.

**RTE 1401L RADIOGRAPHIC IMAGING I LABORATORY (AS)**

1 credit (2 lab hours)

Laboratory exercises to accompany RTE 1401 demonstrate the clinical application of technique systems, radiographic techniques, the Inverse Square Law, X-ray production, X-ray emission, X-ray interactions and quality control. Palm Beach Gardens only.

**RTE 1457 RADIOGRAPHIC IMAGING II (AS)**

2 credits (2 lecture hours)

Prerequisite: RTE 1401

An analysis of image formations, film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality, quality control, the theory and practice of safe exposure, values. Palm Beach Gardens only.

**RTE 1457L RADIOGRAPHIC IMAGING II LABORATORY (AS)**

1 credit (2 lab hours)

Corequisite: RTE 1457

Laboratory exercises to accompany RTE 1457 demonstrate the clinical applications of film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality and quality control. Palm Beach Gardens only.

**RTE 1503 RADIOGRAPHIC PROCEDURES I (AS)**

3 credits (3 lecture hours)

This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremities and shoulders. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made. Palm Beach Gardens only.

**RTE 1503L RADIOGRAPHIC PROCEDURES I LAB (AS)**

1 credit (2 lab hours)

Prerequisites: RTE 1503.

Laboratory to accompany RTE 1503 provides the Radiography student with an opportunity to simulate radiographic examinations of the chest, abdomen, upper extremities and shoulders. Emphasis is placed on the fundamentals of patient care. Palm Beach Gardens only.

**RTE 1513 RADIOGRAPHIC PROCEDURES II (AS)**

2 credits (2 lecture hours)

Prerequisite: RTE 1503; Corequisite: RTE 1814

This course is designed to provide the radiography student with instruction in radiographic examinations of the lower extremities, gastrointestinal and biliary systems. Special emphasis on anatomy, positioning technique, pathology and critique of films. Includes discussion of patient care and medical terminology related to topics and the composition, use and effects of contrast media on the human body. Palm Beach Gardens only.

**RTE 1513L RADIOGRAPHIC PROCEDURES II LAB (AS)**

1 credit (2 lab hours)

Laboratory to accompany RTE 1513 provides the radiography student with an opportunity to simulate radiographic examinations of the lower extremities, gastrointestinal systems and biliary system. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology and critique of films will be made. Palm Beach Gardens only.

**RTE 1523 RADIOGRAPHIC PROCEDURES III (AS)**

3 credits (3 lecture hours)

Prerequisite: RTE 1513; Corequisite: RTE 1824

Continuation of study in radiologic anatomy, positioning, pathology and film critique with emphasis on chassis radiography of the genitourinary system, tomography, vertebral column and bony thorax. Other topics to be covered include long bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics, as well as the use and effects of contrast media on the human body. Palm Beach Gardens only.

**RTE 1523L RADIOGRAPHIC PROCEDURES III LAB (AS)**

1 credit (2 lab hours)

Corequisites: RTE 1523

Laboratory to accompany RTE 1523 provides the student with an opportunity to simulate radiographic examination of the genitourinary system, vertebral column and bony thorax. Special emphasis of anatomy, landmarks, positioning, technique and film critique will be made. Palm Beach Gardens only.

**RTE 1804 RADIOGRAPHY CLINICAL EDUCATION I (AS)**

3 credits (24 lab hours)

Prerequisite: HSC 1000; Corequisite: RTE 1503C

Practical application of the theories covered in RTE 1503 and RTE 1000. Selected rotations provide experience in film filing, film processing and transportation of patients. Students observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. This course meets at the affiliate hospitals 24 hours per week. Uniforms, name badges and radiographic markers required.

**RTE 1814 RADIOGRAPHY CLINICAL EDUCATION II (AS)**

3 credits (24 lab hours)

Prerequisites: RTE 1804

Corequisites: RTE 1513

A continuation of RTE 1804 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on upper and lower extremities, gastrointestinal tract and biliary system procedures and film critique. Meets 24 hours per week. Uniforms, name badges and radiographic markers required.

**RTE 1824 RADIOGRAPHY CLINICAL EDUCATION III (AS)**

3 credits (24 lab hours)

Prerequisites: RTE 1814

Corequisites: RTE 1523

A continuation of RTE 1814 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on the spine, genitourinary system, thorax and film critique. Students will begin to perform procedures with indirect supervision. Meets 24 hours per week. Uniforms, name badges and radiographic markers required.

**RTE 2023 PHARMACOLOGY FOR MEDICAL IMAGING (AS)**

3 credits (3 lecture hours)

Prerequisites: RTE 2563 or Registered Technologists

This course provides instruction in pharmacology and drug administration for the medical imaging professional. The principles of patient care, assessment, education, charting and emergency response are discussed. Finally, a workshop for career preparation, licensure and job search is conducted. Palm Beach Gardens only.

**RTE 2385 RADIOBIOLOGY (AS)**

3 credits (3 hours lecture)

Prerequisite: RTE 1457

Analysis of the production of x-rays, ionizing radiation, X-ray interactions with matter, biologic effects, radiobiology, early and late effects of radiation, radiation monitoring and protection for both the patient and the radiographer. Palm Beach Gardens only.

**RTE 2473 RADIOGRAPHY SEMINAR (AS)**

3 credits (3 hours lecture)

Prerequisite: RTE 2308

Preparation of new graduates for entry into the field and the transition to the role of professional caregiver. An in-depth analysis of the professional competencies required for entry into the workplace including: radiographic procedures, patient care, image production and evaluation, equipment operation and maintenance, radiation protection and evaluation processes. Palm Beach Gardens only.

**RTE 2533 RADIOGRAPHIC PROCEDURES IV (AS)**

3 credits (3 lecture hours)

Prerequisite: RTE 1523; Corequisite: RTE 2834

This course provides continued study in radiologic anatomy, positioning, pathology and film critique with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones and orbits. This course also provides instruction in mammography, operative procedures, myelography and other special procedures. This course includes discussion of patient care, contrast media and medical terminology related to course topics. Palm Beach Gardens only.



**RTE 2533L RADIOGRAPHIC PROCEDURES IV LAB (AS)**

1 credit (2 lab hours)

Corequisites: RTE 2533

Laboratory to accompany RTE 2533 provides the student with the opportunity to simulate exams of the skull, facial bones and selected special procedures. Topics include sinuses, mastoids, facial bones, orbits, mammography, operative procedures, myelography and other special procedures.

**RTE 2553C RADIOGRAPHIC PROCEDURES V (AS)**

2 credits (1 lecture hour, 2 lab hours)

Prerequisite: RTE 2533C; Corequisite: RTE 2844

This course provides instruction in angiography and related vascular procedures, including venography and cardiac catheterization, as well as pharmacology of medications and contrast materials utilized in radiology departments. Discussion includes patient care, EKG performance and basic interpretation and medical terminology related to course topics.

**RTE 2563 ADVANCED MEDICAL IMAGING (AS)**

3 credits (3 hours lecture)

Prerequisite: RTE 2553; Corequisite: RTE 2844

This course prepares the radiographer to conduct diagnostic vascular procedures and patient care in angiography, peripheral venography, vascular and non-vascular interventions. An introduction to cross-sectional anatomy, CT, MRI, sonography, nuclear medicine and radiation therapy is provided. Students will research and present a topic in a selected advanced radiologic modalities. Palm Beach Gardens only.

**RTE 2571 COMPUTED TOMOGRAPHY (AS)**

3 credits (3 lecture hours)

This course will introduce the learner to the principles of computerized tomography including: operational principles, methods of data collection, imaging and display techniques, quality assurance, scanning procedures and examination protocols.

**RTE 2572 COMPUTED TOMOGRAPHY CLINICAL EDUCATION (AS)**

3 credits

This course is designed to provide the student with the practical application, in a supervised clinical setting, of the theory presented in RTE 2571. The student will be assigned to a CT site in order to gain firsthand experiences in scanning techniques and procedures. The learner will perform CT under the supervision of a CT technologist or radiologist.

**RTE 2613 RADIOLOGIC PHYSICS (AS)**

3 credits (3 hours lecture)

Prerequisites: RTE 1457

In-depth analysis of electricity, magnetism, electromagnetism, electric generators, motors, transformers and rectifiers, construction and function of X-ray tubes, the use of tube rating charts, X-ray system components and schematics, fluoroscopic systems, video systems and an introduction to the concepts of digital imaging. Palm Beach Gardens only.

**RTE 2762 CROSS SECTIONAL ANATOMY (AS)**

3 credits

This course is designed to introduce cross-sectional anatomy to technologists in the medical imaging field. Normal anatomic structures of the head, neck, thorax, abdomen, pelvis, spine and extremities will be presented in multi-planar sections.

**RTE 2834 RADIOGRAPHIC CLINICAL EDUCATION IV (AS)**

3 credits (24 lab hours)

Prerequisite: RTE 1824

Corequisites: RTE 2533

A continuation of RTE 1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull and special procedures. Meets 24 hours per week. Includes film critique. Uniforms, name badges and radiographic markers required.

**RTE 2844 RADIOGRAPHIC CLINICAL EDUCATION V (AS)**

3 credits (24 lab hours)

Prerequisite: RTE 2834

Corequisites: RTE 2563.

A continuation of RTE 2834 with students perfecting positioning skills and learning to work independently. Clinical rotation through special procedures CT and mammography, at the end of which each student will be able to discuss the theoretical and clinical application of each procedure. Includes film critique. Meets 24 hours per week. Uniforms, name badges and radiographic markers required.

**RTE 2854 RADIOGRAPHIC CLINICAL EDUCATION VI (AS)**

3 credits (24 lab hours)

Prerequisite: RTE 2844

Corequisites: RTE 2023

A clinical of RTE 2844 with students practicing positioning skills with indirect supervision. Emphasis is placed on completing clinical competencies. Rotations through radiation oncology, CT, MRI, nuclear medicine, ultrasound and special procedures are included. Includes film critique. Meets 24 hours per week. Uniforms, name badges and radiographic markers required.

**RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION (AA)**

3 credits (3 lecture hours)

Principles of television studio practice and programming includes instruction and demonstrations in basic skills and performance. Palm Beach Gardens only.

**RTV 2300C INTRODUCTORY TO BROADCAST JOURNALISM (AA)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisite: Permission of the film program leader.

Basic broadcast journalism and role of teamwork in step-by-step production of news programs. Emphasis on reporter/writer's role in the newsroom, elements of broadcast newswriting and production and similarities and differences in news for television and news for newspapers. Palm Beach Gardens only.

**SLS 0380 INTRODUCTORY TO BUSINESS (PSAV)**

40 clock hours

Subjects include entrepreneurship, scope and risks of business ownership, internal activities of a business, information required by a business, economic restraints, job info, job search, work habits, interviews, health habits. Lake Worth only.

**SLS 1211 OPTIMAL SELF-DEVELOPMENT (AA)**

3 credits (3 lecture hours)

Introduces theories and methods of optimal self-development including self-directed activities for initiating self-change.

**SLS 1300 CAREER SELF-ASSESSMENT (AA)**

1 credit (1 lecture hour)

This course facilitates learning more about career interests, values, skills, personality and academic strengths in a lecture classroom and/or independent study. The goal is to identify occupations for further exploration.

**SLS 1301 CAREER DEVELOPMENT (AA)**

3 credits (3 lecture hours)

This course facilitates career decision-making and employability skills. Activities include assessment of interests, values, skills, personality and academic strengths and how these personal qualities relate to occupations and college majors; occupational research and information gathering; and job-search strategies, resume writing and interviewing skills.

**SLS 1302 CAREER INFORMATION AND DECISION-MAKING (AA)**

1 credit (1 lecture hour)

This course facilitates research into selected occupations and college majors and development of a career and educational plan in a lecture classroom and /or independent study format. Students use the Career Center and community resources for research purposes and learn effective decision-making techniques.

**SLS 1303 JOB SEARCH (AA)**

1 credit (1 lecture hour)

This course explores the development of a comprehensive job search campaign and covers such topics as resume and cover letter writing, networking, professional etiquette and telephone skills, interviewing, dressing for success and the use of technology in the job search.

**SLS 1501 STRATEGIES FOR COLLEGE SUCCESS (AA)**

3 credits (3 lecture hours)

This course assists students in developing and improving note-taking, test-taking and study skills. Time management and test-taking techniques are discussed. College resources, listening skills and effective communication are emphasized. Students assess and examine their individual learning styles and adjust their study habits.

**SLS 1505 CRITICAL THINKING (AA)**

1 credit (1 lecture hour)

This course demonstrates how to apply critical thinking skills to everyday problems and issues in school, career and personal life.

**SLS 1533 OVERCOMING MATH ANXIETY (AA)**

1 credit (1 lecture hour)

This course helps students overcome math anxiety and become successful in mathematics courses. It focuses on self-diagnosis, improved study habits, test-taking skills and the reduction of test anxiety.

**SLS 2261 LEADERSHIP DEVELOPMENT (AA)**

3 credits (3 lecture hours)

Prerequisite: Completed ENC 1101 and SPC 1016. With permission of the instructor, any and/or all prerequisites may be waived. Focuses on development of leadership, a personal philosophy of leadership, leadership potential and integrating theory with application in a group setting.

**SOP 2740 FEMINIST PSYCHOLOGY (AA)**

3 credits (3 lecture hours)

Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, the Women's Rights Movement and men's liberation. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests and aspirations to stimulate self-awareness and facilitate personal growth.

**SOS 1102 SOILS AND FERTILIZERS (AS)**

3 credits (3 lecture hours)

Study of soil characteristics, classifications, testing and plant nutrition. Management of soils for specific horticultural purposes by understanding soil reaction and uses of fertilizers.

**SOW 1031 INTRODUCTORY TO SOCIAL WORK (AA)**

3 credits (3 lecture hours)

Surveys philosophy, history and services of social welfare and values, methods and practice settings of social work. Social worker processes are examined with awareness that basic practice processes are applicable in the variety of contexts which involve social workers.

**SPC 1016 FUNDAMENTALS OF SPEECH COMMUNICATION (AA)**

3 credits (3 lecture hours)

This course will train the student in the basic principles of effective communication, including topics such as intrapersonal communication, interpersonal communication, listening, verbal communication, nonverbal communication, small group dynamics and public speaking. The emphasis is on individual development and improvement in a variety of communication experiences. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

**SPC 1300 INTRODUCTORY TO INTERPERSONAL COMMUNICATION (AA)**

3 credits (3 lecture hours)

This course introduces students to the communication skills needed in face-to-face relationships in everyday interaction. Topics included are communication competence, perception, self-awareness, conflict, the impacts of culture and listening. Emphasis is on awareness of communication skills and problems in relationships. Many experiential activities are included.

**SPC 1601 PUBLIC SPEAKING (AA)**

3 credits (3 lecture hours)

Prerequisite: SPC 1016 or permission of department chair. Intensive study of public speaking. The principles of speech preparation, organization and delivery are reviewed. Student will practice specialized types of speech communication experiences common to those called on to give speeches in public.

**SPC 2052 VOICE AND DICTION (AA)**

3 credits (3 lecture hours)

Introduces vocal mechanism and function. Vocal quality, expressiveness, articulation and pronunciation will be emphasized. Students will practice using the international phonetic alphabet.

**SPC 2511 AUGMENTATION AND DEBATE (AA)**

3 credits (3 lecture hours)

Prerequisite: SPC 1016

This course will cover the principles of argumentation including analysis of propositions, use and evaluation of evidence and modes of reasoning with specific application in an educational-debate format.

**SPN 1120 ELEMENTARY SPANISH I (AA)**

4 credits (4 lecture hours)

This class provides opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. The course drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed. Optional Internet component and Honors credit available.

**SPN 1121 ELEMENTARY SPANISH II (AA)**

4 credits (4 lecture hours)

Prerequisite: SPN 1120 or equivalent

A continuation of SPN 1120 providing opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. It drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed. Optional Internet component and Honors credit available.

**SPN 1170 SPANISH IMMERSION STUDY PROGRAM (AA)**

6 credits (6 lecture hours)

Prerequisite: Instructor's consent - no language prerequisite; however, prior Spanish coursework is strongly recommended.

A four-week course conducted entirely in Spanish in either Salamanca, Spain, San Miguel de Allende, Mexico or Costa Rica. Since its goal is to increase oral proficiency, it is preferable for the student's accommodations to be in a family's home, although other arrangements may be available.

**SPN 2200 INTERMEDIATE SPANISH I (AA)**

3 credits (3 lecture hours)

Prerequisite: SPN 1121 or equivalent.

Taught in Spanish, an in-depth analysis of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. Appreciation of the life and culture of native speakers will be attained through lectures reading and discussions about Hispanic nations. Optional Internet component and Honors credit available. Lake Worth and Palm Beach Gardens only.

**SPN 2201 INTERMEDIATE SPANISH II (AA)**

3 credits (3 lecture hours)

Prerequisite: SPN 2200 or equivalent

This class is a continuation of SPN 2200. Advanced grammar and composition are enhanced through translating, writing of creative themes and conversing. Appreciation of the life and culture of native speakers will be attained through lectures reading and discussions about Hispanic nations. Optional Internet component and Honors credit available. Lake Worth and Palm Beach Gardens only.

**SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I (AA)**

3 credits (3 lecture hours)

Prerequisite: SPN 1121 or equivalent.

This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2241. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available. Lake Worth and Palm Beach Gardens only.

**SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II (AA)**

3 credits (3 lecture hours)

Prerequisite: SPN 1121 or equivalent.

This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2240. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available. Lake Worth and Palm Beach Gardens only.

**SPN 2340 SPANISH FOR NATIVE SPEAKERS (AA)**

3 credits (3 lecture hours)

Prerequisite: Instructor's approval; Hispanic bilingual educated in the United States or near-native speaker who has lived in a Spanish-speaking country.

An individualized educational plan focused upon the needs of the learner is created by both the student and instructor to improve the learner's Spanish proficiency level. All facets of language acquisition are considered. Optional Internet component and Honors credit available. Palm Beach Gardens only.

**STA 1021 PROBABILITY AND STATISTICS (AA)**

1 credit (1 lecture hour)

Prerequisite: Successful completion of MAT 0020 or one year of high school algebra and a passing score on placement test.

STA 1021 is a self-paced one hour credit module that covers such topics as permutations, combinations, measures of central tendency, standard deviation and the normal curve.

**STA 2023 STATISTICS (AA)**

3 credits (3 lecture hours)

Prerequisite: A grade of "C" or better in MAT 1033 or adequate score on the placement exam and two years of high school algebra. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Topics include: probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods and non-parametric statistics.

**STS 0003 INTRODUCTORY TO SURGICAL TECHNOLOGY**

(PSAV)

70 clock hours

Prerequisites: HSC 0003, PRN 0022

This course focuses on professional responsibilities, interpersonal relationships and communication skills for health care personnel in the perioperative setting. Included is legal and ethical responsibilities, the physical environment, safety issues and terminology related to surgery. Liability insurance required.

**STS 0005 ASEPTIC TECHNIQUE (PSAV)**

206 clock hours

Prerequisites: HSC 0003, PRN 0022, STS 0003, STS 0008, STS 0804

This course focuses on aseptic technique specific to the operating room environment. Included is basic principles and concepts of aseptic technique, sterilization and disinfection, OR sanitation, surgical hand scrub, gowning and gloving and preparing the sterile field. Liability insurance required.

**STS 0008 PATIENT CARE/PHARMACOLOGY IN SURGERY (PSAV)**

80 clock hours

Prerequisites: HSC 0003, PRN 0022, STS 0003, STS 0804

This course focuses on non-sterile patient care duties and medications common to the surgical patient. Included is information on preoperative patient assessment, the special needs patient, death and dying, surgical pharmacology, anesthesia and preoperative and postoperative patient care. Liability insurance required.

**STS 0151 OPERATING ROOM SUPPLIES AND EQUIPMENT (PSAV)**

182 clock hours

Prerequisites: HSC 0003, PRN 0022, STS 0003, STS 0005, STS 0008, STS 0804

This course focuses on furniture and equipment unique to the operating room. Includes disposable supplies, sutures and needles, dressings and sponges, catheters and drains, knives, surgical instrumentation and counts. Liability insurance required.

**STS 0155 SURGICAL PROCEDURES (PSAV)**

579 clock hours

Prerequisites: HSC 0003, PRN 0022, STS 0003, STS 0008, STS 0804

The purpose of this course is to utilize the student's knowledge of Body Structure and Function, Patient Care, Aseptic Techniques, Supplies and Equipment, Pharmacology, Microbiology and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinic setting. The student will function as the surgical technologist in a variety of surgical procedures. Liability insurance required.

**STS 0804 MICROBIOLOGY FOR THE SURGICAL PATIENT (PSAV)**

36 clock hours

Prerequisites: HSC 0003, PRN 0022, STS 0003

This course focuses primarily on bacteria and viruses, which pose the biggest threat to the surgical patient. It includes the infectious process, body defenses, infection control and wound healing. Liability insurance required.

**SUR 1101C BASIC SURVEYING AND MAPPING (AS)**

4 credits (3 lecture hours, 2 lab hours)

Prerequisite: MAC 1105

Introduction to equipment and methods used in surveying includes angle, distance and elevation measurements.

**SUR 1322C CAD FOR SURVEYORS (AS)**

2 credits (1 lecture hour, 2 lab hours)

Prerequisites: SUR 1101, SUR 1640 AND SUR 1660

Preparation of typical drawings used in land surveying; introduction to computer operating systems; CAD methods; plotters.

**SUR 1640C LAND SURVEYING COMPUTATIONS (AS)**

4 credits (2 lecture hours, 4 lab hours)

Prerequisites: SUR 1101 and MAC 1105

Introduction to errors and error analysis associated with surveying.

**SUR 2202C ROUTE GEOMETRICS (AS)**

4 credits (2 lecture hours, 4 lab hours)

Prerequisites: SUR 1101C and MAC 1114

Covers geometric design of transportation systems, computer applications, comprehensive design project, spiral curves, superelevation theory and earthwork analysis.

**SUR 2301 PROJECT SURVEYING AND MAPPING (AS)**

3 credits (3 lecture hours)

Prerequisite: SUR 1640

Procedures for map construction by field and photogrammetric means including control surveys, stadia, geometry of photographs, flight planning, photogrammetric measurements and equipment, map construction, earthwork volumes and applications.

**SUR 2321C PROFESSIONAL DRAFTING FOR SURVEYORS (AS)**

2 credits (1 lecture hour, 3 lab hours)

Techniques and drawings for land surveys using computer methods.

**SUR 2401 LAND SURVEYING PRINCIPLES (AS)**

3 credits (3 lecture hours)

Prerequisites: SUR 1101C and SUR 2301

Land boundaries, corners, areas; writing and interpreting legal descriptions; identification of land parcels; legal principles of boundary location; U.S. Government land survey systems.

**SUR 2431 LAND SURVEYING PRACTICE (AS)**

3 credits (3 lecture hours)

Prerequisites: SUR 1101, SUR 2403 AND SUR 1660

Study of land survey practice; lot survey; sectionalized lands survey; water boundary survey; office and business practices; professional standing.

**SUR 2462C LAND PLANNING (AS)**

3 credits (2 lecture hours, 4 lab hours)

Prerequisite: SUR 2301

Covers legal requirements for subdividing land; land development systems; subdivision planning; and comprehensive projects.

**SUR 2500C ELECTRONIC AND GEODETIC SURVEYING (AS)**

4 credits (3 lecture hours, 2 lab hours)

Prerequisites: SUR 1101C, SUR 1650 AND SUR 2403

EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory and applications.

**SYG 1230 AMERICAN MINORITIES TODAY (AA)**

3 credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.)

Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etC, of each minority. Examines relations among ethnic and racial groups and general attitudes of mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Gordon Rule minimum 2000 words written work and demonstration of computer application are required. Requires a grade of "C" or better for AA degree credit.



**SYG 2000 INTRODUCTORY TO SOCIOLOGY. (AA)**

3 credits (3 hours lecture)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Covers basic Sociological concepts and perspectives essential for understanding organized social life including emphasis on the sociological imagination, major theoretical perspectives, research methodology, culture, society, socialization, social interaction, social structure, social stratification, social institutions, demographics and social change. Gordon Rule minimum 2000 words written work and demonstration of computer application are required. Distance learning and Honors sections available. Requires a grade of "C" or better for AA degree credit.

**SYG 2010 AMERICAN SOCIAL PROBLEMS (AA)**

3 credits (3 lecture hours)

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. Gordon Rule minimum 2000 words written work and demonstration of computer application are required.

**SYG 2361 DEATH AND DYING (AA)**

3 credits (3 lecture hours)

Examines issues and problems associated with death and dying resulting from changes in society encompassing grief, funeral practices, widowhood, suicide, life beyond death, moral and ethical issues.

**SYG 2430 MARRIAGE AND FAMILY (AA)**

3 credits (3 lecture hours)

Study of the continuum of human intimacy and attraction from sociological and social psychological perspectives by examining varieties of human intimacy arrangements with emphasis on marriage and family. Alternative life styles are also discussed.

**TAR 1120C ARCHITECTURAL DRAWING (AS)**

3 credits (2 lecture hours, 2 lab hours)

Prerequisites: ART 1201C and ART 1300C

Introduction to drafting methods for architecture emphasizes techniques to present clear and precise solutions to basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic projection, perspective and architectural shades and shadows.

**TAX 2000 FEDERAL INCOME TAX I (AS)**

3 credits (3 lecture hours)

Prerequisite: ACG 2022 or instructor permission required

Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology. Not transferable to a senior institution.

**TAX 2010 FEDERAL INCOME TAX II (AS)**

3 credits (3 lecture hours)

Prerequisite: TAX 2000 or equivalent

Continuation of TAX 2000 focusing on corporate income taxes. Also includes taxation of partnerships, estates and trusts and practice partnerships, estates and trusts and practice before the Internal Revenue Service. Not transferable to a senior institution.

**THE 1000 THEATRE APPRECIATION (AA)**

3 credits (3 lecture hours)

An introduction to the art, business and history of theater. The course is designed to increase the student's understanding and appreciation of the work of the various artists engaged in creating theater through a participatory approach. This course meets the needs of the General Education program in Humanities. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course. Written work: 2,000 words minimum. Requires a grade of "C" or better for transfer for AA degree credit.

**THE 2051 THEATER FOR A CHILDREN'S AUDIENCE (AA)**

3 credits (3 lecture hours)

Analyzes theory of children's theater, surveys the development within the American theater scene, studies functionality within the American community and materials available for use with children.

**THE 2300 DRAMATIC LITERATURE (AA)**

3 credits (3 lecture hours)

Prerequisite: THE 1000 Theater Appreciation

This course explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.

**TPA 1200 STAGECRAFT I (AA)**

3 credits (3 lecture hours)

Lectures and classroom demonstration in construction, painting and handling of scenery, makeup and making properties. Crew hours are required.

**TPA 1211 ADVANCED STAGECRAFT (AA)**

3 credits (3 lecture hours)

Prerequisite: TPA 1210

Continuation of TPA 1210 emphasizing set design and lighting techniques and principles of designing and executing model sets and stage lighting in classroom demonstrations and experiences.

**TPA 2290R TECHNICAL THEATER LAB I (AA)**

1 credit (2 lab hours)

This course is designed to provide hands-on experience in the backstage operation of a theater. The concentration of the course will vary depending on the skills of the student and the needs of the theater.

**TPP 1600 PLAYWRITING (AA)**

3 credits (3 lecture hours)

Introduction to the study, analysis and writing of plays for the theater. Emphasis on developing skills in writing short scenes stressing creating characters, handling dialogue and plot structure.

**TPP 2100 INTRODUCTORY TO ACTING I (AA)**

3 credits (3 hrs)

Prerequisite: THE 1000 or special permission of the department chairperson.

This course is a study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given. Students will present scenes from plays as classroom exercises.

**TPP 2111 ACTING II (AA)**

3 credits (3 lecture hours)

Prerequisite: TPP 2100 or permission of department chair.

Continuation of TPP 2100 emphasizing processes of developing characterization and discovering relationships affecting the character. Students study methods of auditioning, prepare a resume and present monologues.

**TPP 2190R REHEARSAL AND PERFORMANCE I (AA)**

1 credit (2 lab hours)

This course is designed to provide hands-on experience in rehearsal and performance techniques for production. Emphasis is on the warm-up, reading, blocking and nuances of a role. Brief lectures will be given on the different design aspects as they apply to varying sizes of theatrical houses and audience-actor relationships.

**TPP 2510 MOVEMENT FOR THE THEATER (AA)**

3 credits (3 lecture hours)

Introduction to study, analysis and application of styles of movement required in theatrical productions emphasizing preparation to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime are included.

**VPI 0100 READING SKILLS (PSAV)**

20 lab hours

For students needing improvement in literal reading comprehension skills prior to entering a vocational program. Following a diagnostic assessment, an individualized prescription is developed. A post-test is administered upon completion of the prescription. Graded passing or not passing (P-N).

**VPI 0200 VOCATIONAL MATHEMATICS SKILLS (PSAV)**

20 lab hours

For students needing to improve basic mathematics skills before entering a vocational program. Following diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at completion of the prescription. Graded passing or not passing (P-N).

**VPI 0300 VOCATIONAL ENGLISH SKILLS (PSAV)**

20 lab hours

For students needing improvement in basic English skills prior to entering a vocational program. Following a diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. Graded passing or not passing. (P-N)

**WOH 1012 ANCIENT AND MEDIEVAL HISTORY (AA)**

3 credits (3 lecture hours)

Introduces theories of historical causation, origin of life in prehistoric times and emergence of early Mideastern and Mediterranean cultures in Mesopotamia, Egypt, Israel and Persia emphasizing Western civilization's roots in ancient Greece, Rome and medieval Europe to 1500 A.D.; legacy of the East, the Byzantine and Islamic worlds.

**WOH 1022 MODERN WORLD HISTORY (AA)**

3 credits (3 lecture hours)

Continuation of WOH 1012 Introduces the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic and navigational achievements of the period around 1500 and goes through the twentieth century emphasizing European civilization directly influencing American and modern world culture and increasing role and significance of Afro-Asian peoples.

**ZOO 1010 GENERAL ZOOLOGY LECTURE (AA)**

3 credits (3 lecture hours)

Prerequisite: BSC 1010; Corequisite: ZOO 1010L

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Introduction to structure, functioning, embryology and evolutionary relationships of representatives of major animal phyla culminating in man.

**ZOO 1010L GENERAL ZOOLOGY LABORATORY (AA)**

1 credit (2 lab hours)

Prerequisite: BSC 1010; Corequisite: ZOO 1010

Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores. (see Chapter 2-Admissions, Placement Test Scores Chart before enrolling in this General Education course.

Laboratory observation of representative groups of the animal kingdom.

**ZOO 2710 COMPARATIVE VERTEBRATE ANATOMY (AA)**

3 credits (3 lecture hours)

Prerequisites: ZOO 1010, ZOO 1010L;

Corequisite: ZOO 2710L

Introduces embryology and development of organ systems for main classes of vertebrates and origins and classification of chordates.

**ZOO 2710L COMPARATIVE VERTEBRATE ANATOMY LABORATORY (AA)**

1 credit (4 lab hours)

Corequisite: ZOO 2710

Laboratory dissects representatives of major classes of vertebrates; lamprey, shark, necturus and cat.

- Adams, John F.**  
Ed.D., Florida Atlantic University
- Aldridge, James E.**  
M.Ed., Florida Atlantic University
- Alexander, Carol**  
M.S.N., Boston University
- Allen, Carolyn**  
M.S., Florida Atlantic University
- Ames, Robert**  
M.S., Syracuse University
- Asher, Kathleen M.**  
M.A., Central Michigan University
- Barney, David**  
M.A., Florida Atlantic University
- Barry, Robert**  
Ph.D., University of Missouri
- Bartolone, Priscilla D.**  
M.S.N., University of Florida
- Bennett, Freddie Lee**  
Ed.D., University of Utah
- Berg, Jacquelynn**  
M.A.T., Stetson University
- Bergen, Robert A.**  
M.A., Florida State University
- Berry, Esther**  
Ed.D., Howard University
- Berryman, John W.**  
M.S., University of Tennessee
- Best, Latsy I.**  
M.S., Nova University
- Bey, Kathleen A.**  
Ph.D., University of North Carolina  
At Greensboro
- Boone, Jeanne S.**  
M.Ed., Florida Atlantic University
- Brahlek, Steve J.**  
M.A., Northern Michigan University
- Branstetter, Joe M.**  
Ed.D., Vanderbilt University
- Breitbarth, Linda**  
M.S.N., Barry University
- Brooks, Virginia C.**  
M.A., University of Tennessee
- Bruton, James L. Jr.**  
M.A.S.S., Florida A&M University
- Bush, Christine W.**  
Ed.S., Nova University
- Calcagni, Della**  
M.Ed., Boston State College
- Campbell, Janette H.**  
M.A., University of Alabama
- Campbell, Judy Ann B.**  
Ed.D., Florida Atlantic University
- Cary, Deborah**  
M.S.N., Boston University
- Cavallaro, Maureen M.**  
M.Ed., Florida Atlantic University
- Ceravolo, Joseph J.**  
M.Ed., University of Pittsburgh
- Cifone, Rocco J.**  
M.A., San Diego State University
- Colangelo, Holly**  
M.S.N., S.U.N.Y. at Buffalo
- Colbert, M. Helene**  
M.S., Boston University
- Coleman-Ferrell, Tunjarnika**  
M.P.A., Florida Atlantic University
- Colombo, Costantino A.**  
Ph.D., New York University
- Connolly, Joanne M.**  
M.A., Florida Atlantic University
- Copper, Michael**  
M.S., University of Southern  
Mississippi
- Cornwell, Douglas W.**  
M.L.S., Syracuse University
- Crane, Lori**  
M.A., Ball State University
- Crayton, Lisa**  
M.S., University of  
Wisconsin/Madison
- Cuan, Omar**  
M.A., University of Miami
- Curless, Wilbur W.**  
M.S.T., Florida Atlantic University
- Darwish, Myra G.**  
M.S.N., University of Alabama
- De Armas, Ana**  
M.S.T., Florida Atlantic University
- Debee, B. Wayne**  
M.Ed., Florida Atlantic University
- Diaz, Gisela M.**  
M.S., Florida State University

- Dilgen, Regina**  
M.A., Florida Atlantic University
- Domnitch, Jay H.**  
M.S.T., Middle Tennessee State  
University
- Donnelly, Robert M.**  
M.L.S., University of South Florida
- Downes, Loureen**  
M.S.N., Florida Atlantic University
- Drumm, Judith**  
M.S.N., Florida Atlantic University
- Duffey, Lydia**  
B.H.S., Florida Atlantic University
- Duncan, David D.**  
M.A., Atlanta University
- Duxbury, Alice T.**  
M.A., Florida State University
- Eichner, Timothy R.**  
B.S., Pensacola Christian College
- Enos, Brennan**  
M.A., University of Arizona
- Escoffery, Leonie**  
M.A., Florida Atlantic University
- Ezeilo, Godwin**  
Ed.S., Nova University
- Fancher, Genetta M.**  
M.S.N., Case Western Reserve  
University
- Faquir, Maqsood M.**  
Ed.S., Florida Atlantic University
- Farmer, Carol J.**  
M.S., University of Akron
- Fisher, Jeffrey A.**  
M.S., Florida State University
- Fleisher, Richard S.**  
M.S., Syracuse University
- Fontenot, Danny W.**  
A.A., Palm Beach Community  
College
- Froehlich, Patricia**  
M.S., Long Island University
- Gailey, James R.**  
M.Ed., Georgia Southern College
- Garcia, Maria**  
M.S., Nova University
- Gattozzi, Karen B.**  
J.D., Suffolk Law School

- Geraldi, Robert**  
Ph.D., University of South Carolina
- Gerson, Allan M.**  
J.D., University of Maryland
- Gibble, David L.**  
M.S., University of North Texas
- Gibson, Stephen M.**  
M.A., Syracuse University
- Gieffers, Alessandra**  
M.A., Hunter College, City  
University of New York
- Gill, Sofia**  
M.B.A., Florida Institute of  
Technology
- Goebel, Donald W., Jr.**  
M.A., Wayne State University
- Graham, William G.**  
B.A., University of Florida
- Grasso, Marie**  
M.S., Adelphi University
- Graziose, James**  
M.S., Nova University
- Grimm, Carol C.**  
M.S., Nova University
- Hamlin, Allen C.**  
M.S., Florida Atlantic University
- Hanson, Carolyn**  
A.S., Palm Beach Junior College
- Harrell, Alma M.**  
M.S.N., Florida Atlantic University  
M.Ed., Florida Atlantic University
- Hawkins, Bradley J.**  
M.B.A., Nova University
- Haynes, Yvonne A.**  
M.S.W., University of Georgia
- Hedstrom, Shelly K.**  
M.A., University of Ottawa
- Hitchcock, Susan K.**  
M.S., University of Akron
- Hogan, Lisa A.**  
M.A.L.S., Rosary College
- Holloway, Joan H.**  
M.A., George Peabody College
- Horvath, Elizabeth I.**  
Ph.D., Florida Atlantic University
- Horwitz, James J.**  
M.S., Northern Illinois University

- Howe, Albert L.**  
A.S., Palm Beach Junior College
- Jahn, George A.**  
M.A., University of Miami
- Jenkins, John E.**  
M.S., Florida A&M University
- Jewell, Jane A.**  
M.S.N., Case Western Reserve  
University
- Johnson, Patricia H.**  
M.S., Florida Atlantic University
- Jones, Robert D.**  
M.A., University of Connecticut
- Kass, Mitchell E.**  
Ph.D., City University of New York
- Kelly, Joanne M.**  
M.S., Florida Atlantic University
- Konopacki, Steven**  
Ph.D., University of Michigan
- Krieger, Peter J.**  
Ed.D., Florida Atlantic University
- Krull, Robert H.**  
M.L.S., Florida State University
- Ladika-Cipolla, Heidi**  
M.P.S., Lynn University
- Lane, Frederick C.**  
M.A., Pennsylvania State University
- Langston, Marie A.**  
M.Ed., Florida Atlantic University
- Librun, Witny**  
M.S., Florida International University
- Littler, Frank A.**  
D.A., Illinois State University
- Long, Ronald A.**  
M.A., Ball State University
- Lowrey, Rosemarie**  
M.L.S., Columbia University
- Luma, Andrew E.**  
Ph.D., Texas Tech. University
- MacLachlan, Shari L.**  
M.A., Florida Atlantic University
- MacMullen, Michael**  
M.M., Arizona State University
- Madson, Richard R.**  
M.A., Brigham Young University
- Manesh, Madjid (Mike)**  
M.S., Nova University
- Mansour, Mohamed K.**  
M.S.L.S., Clarion University
- Martin, Carolyn L.**  
Ph.D., University of Denver
- Masella, Joanne M.**  
M.S.N., Florida Atlantic University
- Masliah, Lillian R.**  
M.S., Florida Atlantic University
- Matthews, Barbara C.**  
Ed.D., University of Tennessee
- McCauley, Judith A.**  
M.A., New York University
- McLaughlin, Idell W.**  
M.A., Atlanta University
- McMahon, Patrick D.**  
M.S., The American College
- Mears, Lisa A.**  
M.Ed., University of Central Florida
- Miles, Michael T.**  
Ed.D., Nova University
- Millard, Philip W.**  
B.S. Northeast Missouri State  
Teachers College
- Millas, Joseph J.**  
M.A. Louisiana State University
- Miller-Shaivitz, Patricia**  
Ph.D., University of South Florida
- Minton, Richard**  
M.S., Florida State University
- Mkpong, Offiong E.**  
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- Moon, William J.**  
M.B.A., George Mason University
- Mossadeghi, Sepandar**  
M.A., University of Tulsa
- Munro, Sophia I.**  
M.S.O.T., Boston University
- Murphy, John A. D.**  
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- Nagel, Wayne**  
M.S.N., Governors State University
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- Nixon, David H.**  
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**Parbhoo, Ernest B.**

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**Parker, Kim P.**

M.A., Florida State University

**Pasapane, Lois**

M.S., Nova University

**Patton, Joanne C.**

M.S., Virginia Commonwealth University

**Peck, Edwin T.**

M.A., New York University

**Peters, Jeffery C.**

M.A., Montclair State College

**Petraki, Henry J.**

Ph.D., Southern Illinois University

**Phillips, John**

M.S.C.S., Kansas State University

**Privacky, Nikki Jo**

M.B.S., Florida Atlantic University

**Ramsammy, Roger**

Ph.D., Howard University

**Ray, Charlie L.**

Ph.D., Florida State University

**Reid, Thomas**

B.S., University of Central Florida

**Richmond, Sandra S.**

Ed.D., Florida Atlantic University

**Rogers, Estaline**

M.L.S., University of South Florida

**Rogers, George**

Ph.D., University of Michigan

**Rogers, Jacqueline**

M.S., Palm Beach Atlantic College

**Rollison, Roger W., Jr.**

Ph.D., Florida State University

**Rosenthal, Ira**

M.S., University of South Carolina

**Russal, Barry K.**

Ph.D., Kent State University

**Saken, Jon**

Ph.D., University of Colorado

**Scheffer, Barbara J.**

J.D., Nova University

**Scheurer, Vicki F.**

M.A., Florida Atlantic University

**Schmidt, Wawaise J.**

M.S., University of Delaware

**Schoenfeldt, Alyse L.**

Ed.D., Florida Atlantic University

**Shapiro, Adele**

M.S., Yeshiva University

**Shaver, Vicki**

M.S., Nova Southeastern University

**Shaw, Sandra L.**

M.B.A., University of Central Florida

**Siassi, Tony**

M.S., Nova University

**Siniscalchi, Timothy**

M.S.T., Boston College

**Slatery, W. Patrick**

M.A., East Tennessee State University

**Smith, Noel S.**

M.B.A., Florida State University

**Smith, Sean P.**

M.L.S., Mercer University

**St. Pierre, Karin L.**

M.A., Florida Atlantic University

**Steffen, Thomas H.**

M.B.A., Carnegie-Mellon University

**Strong, Brett**

M.S., Purdue University

**Stuart, Gracelyin V.**

M.A., Florida Atlantic University

**Summers, Linda A.**

Ed.S., Florida Atlantic University

**Sundquist, Jeffrey J.**

M.S., University of Wisconsin

**Talebi, Massoud (Mike)**

M.S., Michigan State University

**Tassa, Anthony**

M.F.A., University of Tennessee

**Thomasson, Gary D.**

M.S., University of Tennessee

**Thompson, Susan M.**

M.A., University of South Florida

**Tomei, Gail B.**

M.A., Wayne State University

**Toohy, Patricia**

M.S., State University of New York At New Paltz

**Vandusen, Frederick**

Ed.D., Nova Southeastern University

**Van Wyhe, William K.**

M.A., Michigan State University

M.A., University of Oregon

**Vega, Edward**

M.F.A., Columbia University

**Voils, Donald L.**

M.A., University of Illinois

**Warm, Rochelle**

Ed.D., Nova University

**Webber, Allen L.**

M.M., Miami University

**Wershoven, Carol J.**

Ph.D., University of Florida

**Williams, Sandra K.**

M.S., Illinois State University

**Wood, James B.**

Ph.D., University of Arizona

**Yinger, Richard E.**

Ph.D., Florida State University

**Young, Zenaida I.**

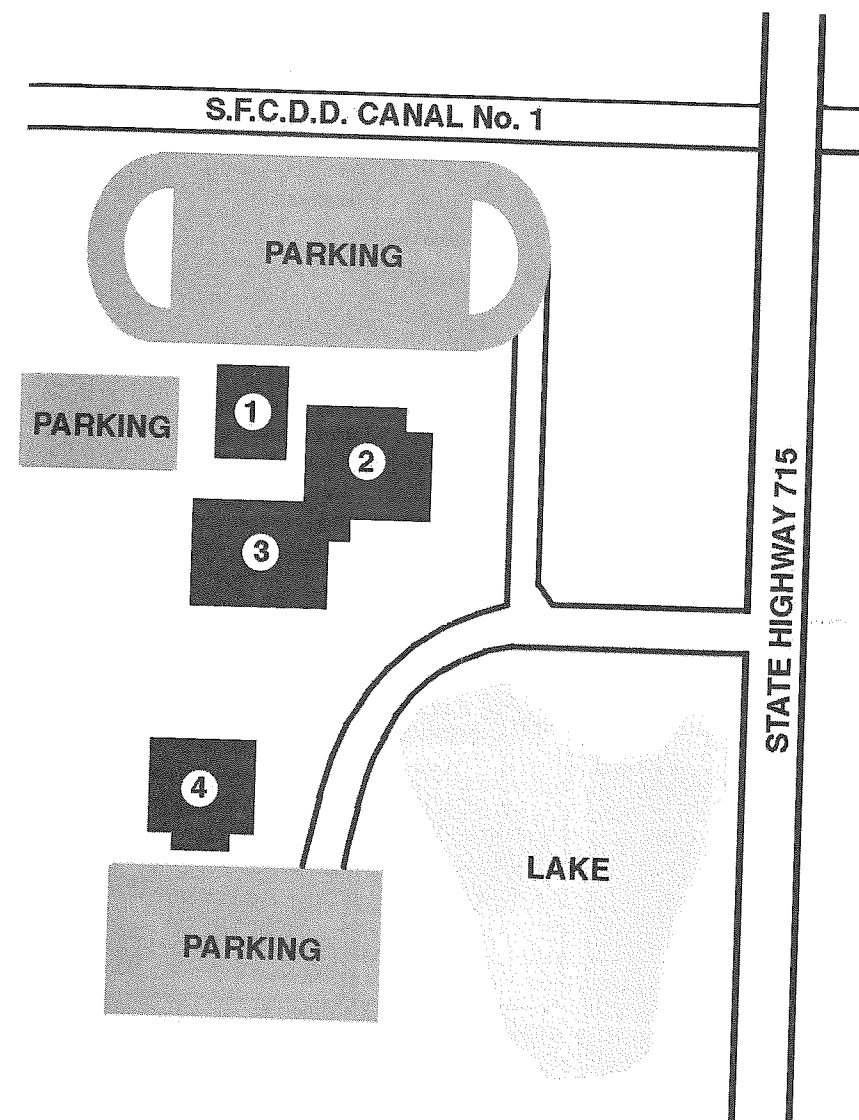
M.S., Florida State University

**Zazzi, Henry R.**

M.S.W., Our Lady of the Lake University

**Zinser, Nancy C.**

M.S., Boston University



1. Physical Plant
2. Classrooms
3. Registration/Classrooms/Administration
4. Dolly Hand Cultural Arts Center

**DIRECTIONS****From I-95:**

Proceed west on Southern Blvd. (State Road 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

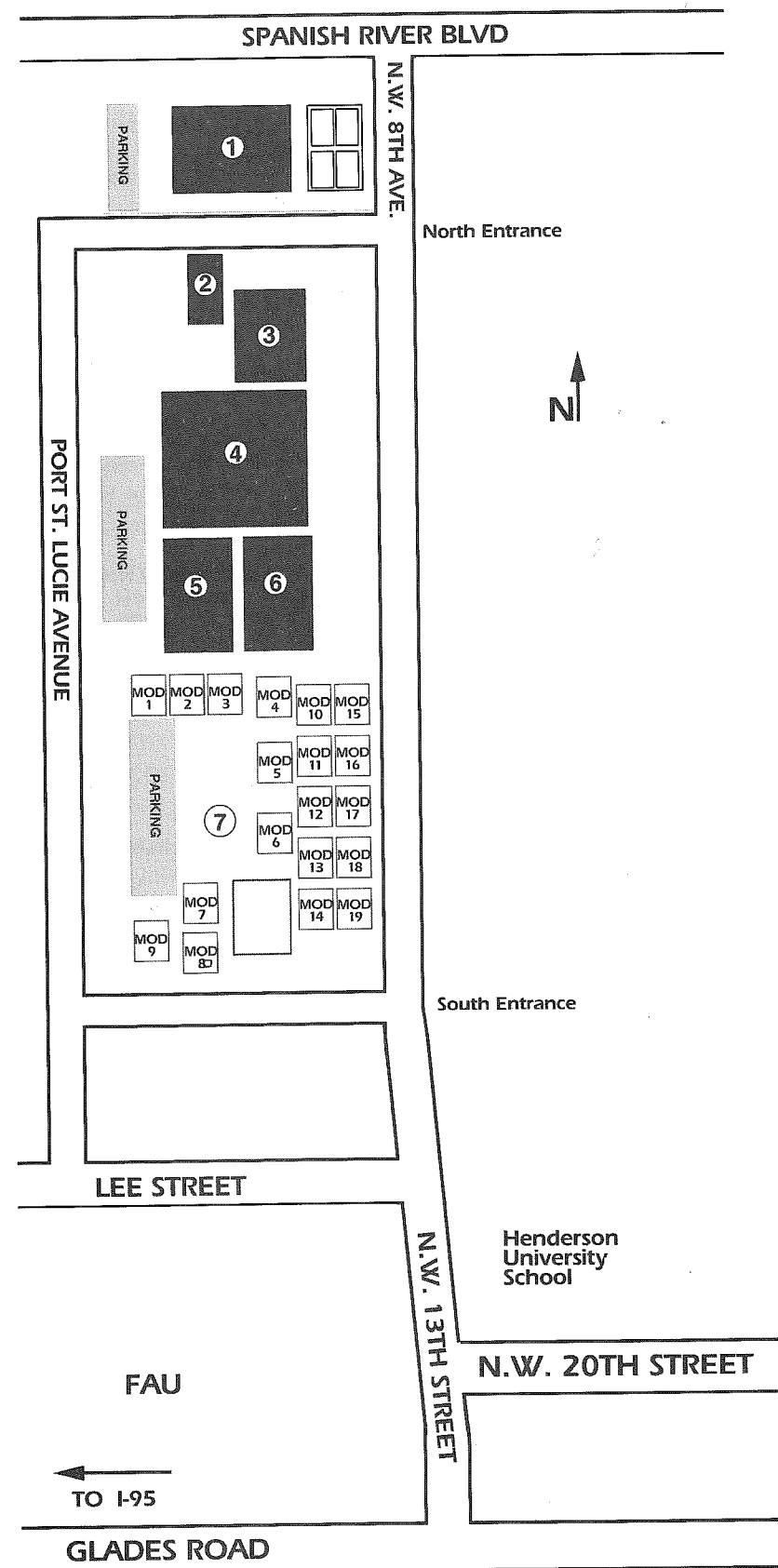
**From the Florida Turnpike:**

Exit at Okeechobee Blvd. go west to State Road 7. Proceed south on State Road 7 and turn west on Southern Blvd. (State Road 80). 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto Highway 715 and continue through the business area. PBCC is on the right.

**PALM BEACH COMMUNITY COLLEGE - BELLE GLADE**  
1977 COLLEGE DRIVE, BELLE GLADE, FL 33430-3699

## PALM BEACH COMMUNITY COLLEGE - BOCA RATON

3000 SAINT LUCIE AVENUE, BOCA RATON, FL 33431-6490

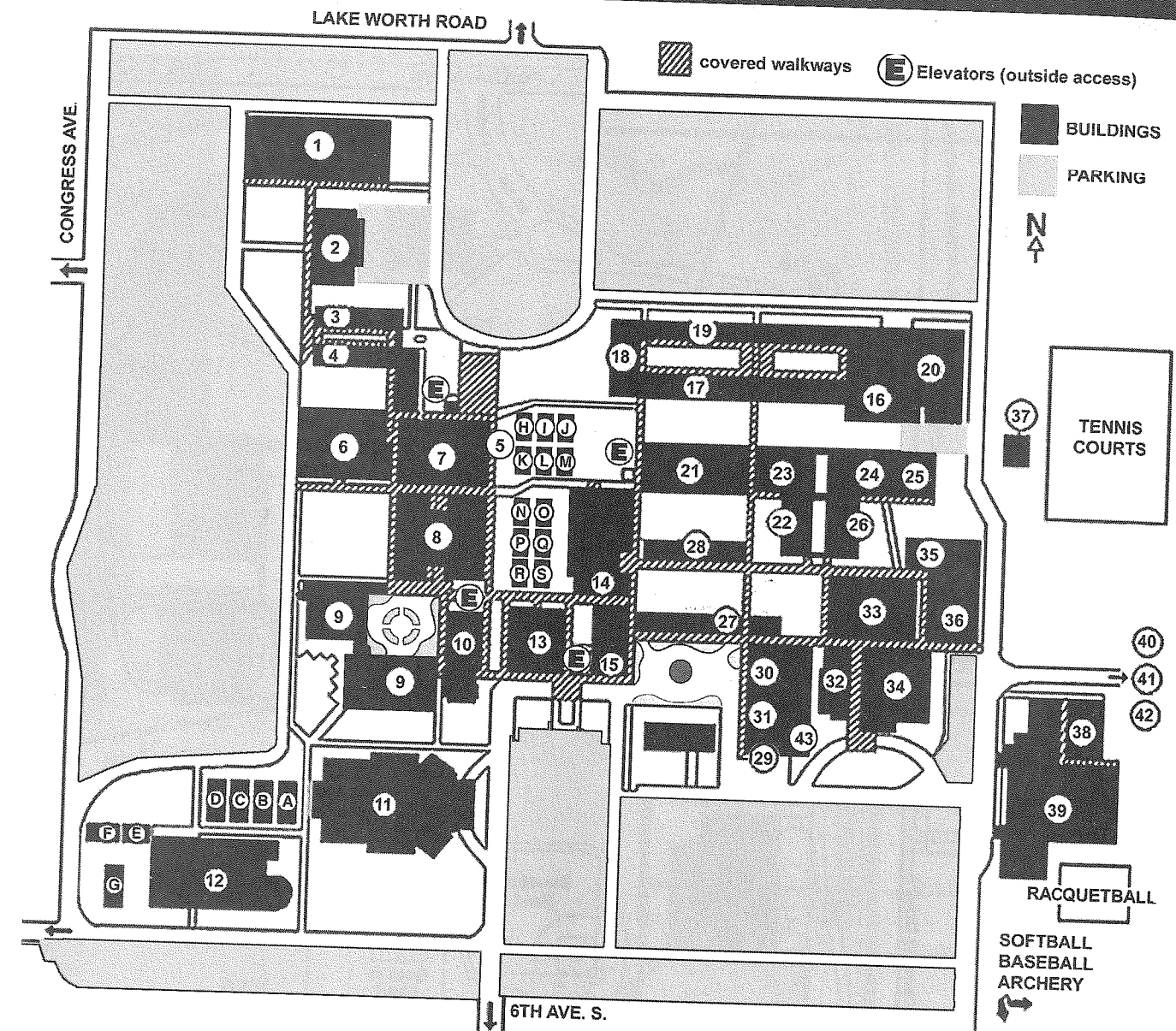


1. Gymnasium and Tennis Courts
2. Facilities Department
3. Bookstore
4. Administration
  - 1st Floor
  - Admissions/Registration
  - Registrar
  - Counseling
  - Financial Aid
  - Service Center
  - Cashier
  - Career Center
  - Student Organizations
- 3rd Floor
  - Computer Resources
  - Director of Continuing Studies
- 4th Floor
  - Dean of Student Services
  - Division I Chair
  - Division II Chair
  - Provost
5. Classroom Building B (CB)
  - 1st Floor
  - Art Studios
  - Science Labs
- 2nd Floor
  - Faculty Workroom
  - Center for Personalized Instruction (CPI)
  - Computer Classrooms
6. Classroom Building A
  - 1st/2nd Floors:
  - Faculty Workrooms
  - Computer Classrooms
7. Modular Classrooms 1-19:
  - Mod 3 - Testing Center

## DIRECTIONS

From I-95:  
Proceed east on Glades Road on to NW 13th Street, turn left (north) and enter the FAU Campus. Go approximately 1.5 miles through three stop signs. After the third stop sign (Lee Street), the south entrance to PBCC is on the left.

From Spanish River Boulevard:  
Go south on NW 8th Avenue. The north entrance to PBCC is on the right.

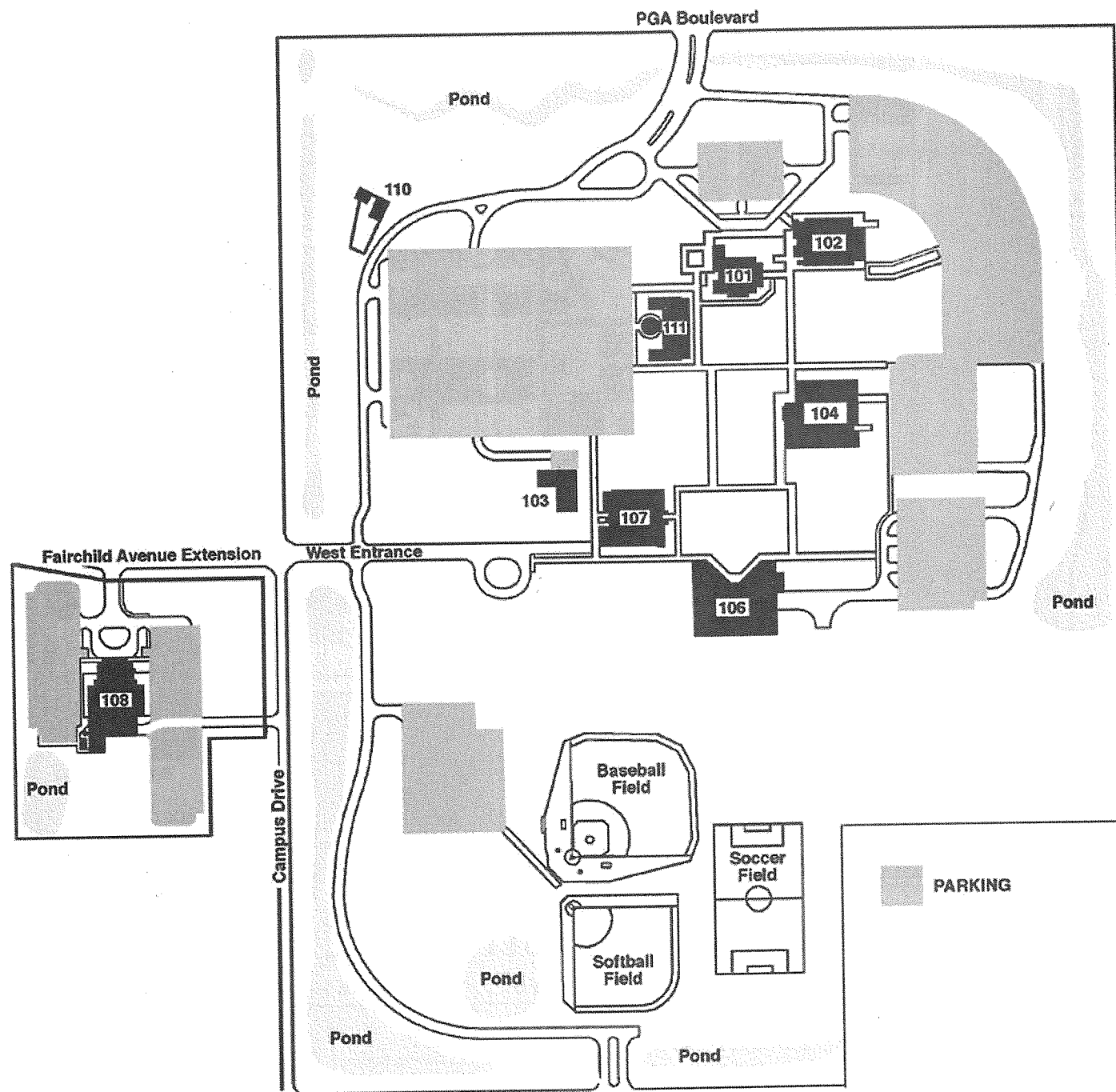


## PALM BEACH COMMUNITY COLLEGE - LAKE WORTH

4200 CONGRESS AVENUE, LAKE WORTH, FL 33461-4796

- |  |                  |                                       |                                     |
|--|------------------|---------------------------------------|-------------------------------------|
| 1. <b>DH</b> - Dental Health           | Support Lab      | 19. <b>SCD</b> - Science D            | PATRICIA J. GLYNN                   |
| 2. <b>TL</b> - Technical Laboratory    | CAD/Drafting Lab | 20. President's Dining Room           | Admissions, Advising, Career        |
| 3. <b>TE</b> - Technical Education/    |                  | 21. <b>SS</b> - Social Science        | Center, Counseling, Disabled        |
| Electronics Lab                        |                  | BRITTON G. SAYLES                     | Services, Student Nurse &           |
| 4. <b>TE</b> - Technical Education/    |                  | 22. <b>CJA</b> - Criminal Justice A   | Registrar                           |
| Physics Lab                            |                  | 23. <b>CJB</b> - Criminal Justice B   | 34. Cafeteria                       |
| 5. Modules/BA Faculty                  |                  | 24. <b>CJC</b> - Criminal Justice C   | 35. Testing Center                  |
| H MD11 L MD09 P MD17                   |                  | 25. <b>CJD</b> - Criminal Justice D   | 36. <b>SAC</b> - Student Activities |
| I MD12 M MD08 Q MD16                   |                  | 26. <b>CJE</b> - Criminal Justice E   | Center                              |
| J MD13 N MD15 R MD19                   |                  | 27. <b>CRA</b> - General Classrooms A | 37. Tennis Shop                     |
| K MD10 O MD14 S MD18                   |                  | 28. <b>CRB</b> - General Classrooms B | 38. Fitness Center                  |
| 6. <b>AH</b> - Allied Health           |                  | 29. Security Office                   | 39. <b>PE/GYM</b> - Gymnasium       |
| PHILIP O. LICHTBLAU                    |                  | 30. Bookstore                         | ELISABETH W. ERLING                 |
| 7. <b>BA</b> - Business Administration |                  | 31. Institutional Research            | 40. District Facilities Plant       |
| HAROLD C. MANOR                        |                  | 32. Financial Aid                     | CLAUDE A. EDWARDS                   |
| 8. <b>LLRC/LC</b> - Library            |                  | 33. Student Services Center           | 41. District Warehouse              |
|  |                  |                                       | 42. Central Campus Facilities       |
| 9. <b>TC</b> - Technology Center       |                  |                                       | 43. Print Shop (future site)        |
| COUNT AND COUNTESS DE HOERLE           |                  |                                       |                                     |
| Reading, Math, Academic                |                  |                                       |                                     |
| 10. <b>IT</b> - Information Technology |                  |                                       |                                     |
| 11. <b>AU</b> - Theatre                |                  |                                       |                                     |
| WATSON B. DUNCAN III                   |                  |                                       |                                     |
| A MD01 E MD05                          |                  |                                       |                                     |
| B MD02 F MD06                          |                  |                                       |                                     |
| C MD03 G MD07                          |                  |                                       |                                     |
| D MD04                                 |                  |                                       |                                     |
| 12. <b>HU</b> - Humanities             |                  |                                       |                                     |
| 13. District Offices                   |                  |                                       |                                     |
| G. TONY TATE                           |                  |                                       |                                     |
| 14. <b>CE</b> - Continuing Education   |                  |                                       |                                     |
| PAUL W. GRAHAM                         |                  |                                       |                                     |
| 15. Cashier's Office/Finance           |                  |                                       |                                     |
| 16. <b>SCA</b> - Science A             |                  |                                       |                                     |
| 17. <b>SCB</b> - Science B             |                  |                                       |                                     |
| 18. <b>SCC</b> - Science C             |                  |                                       |                                     |





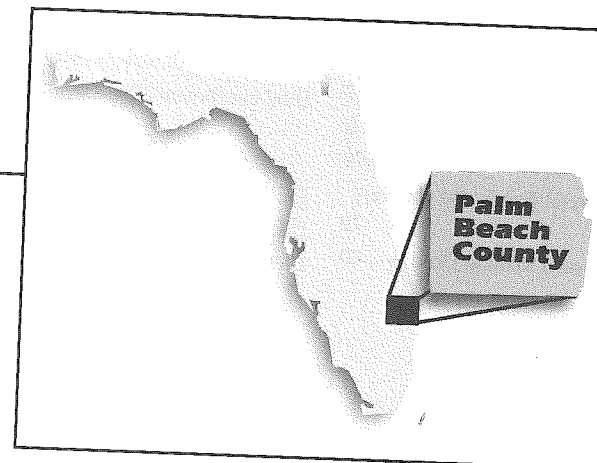
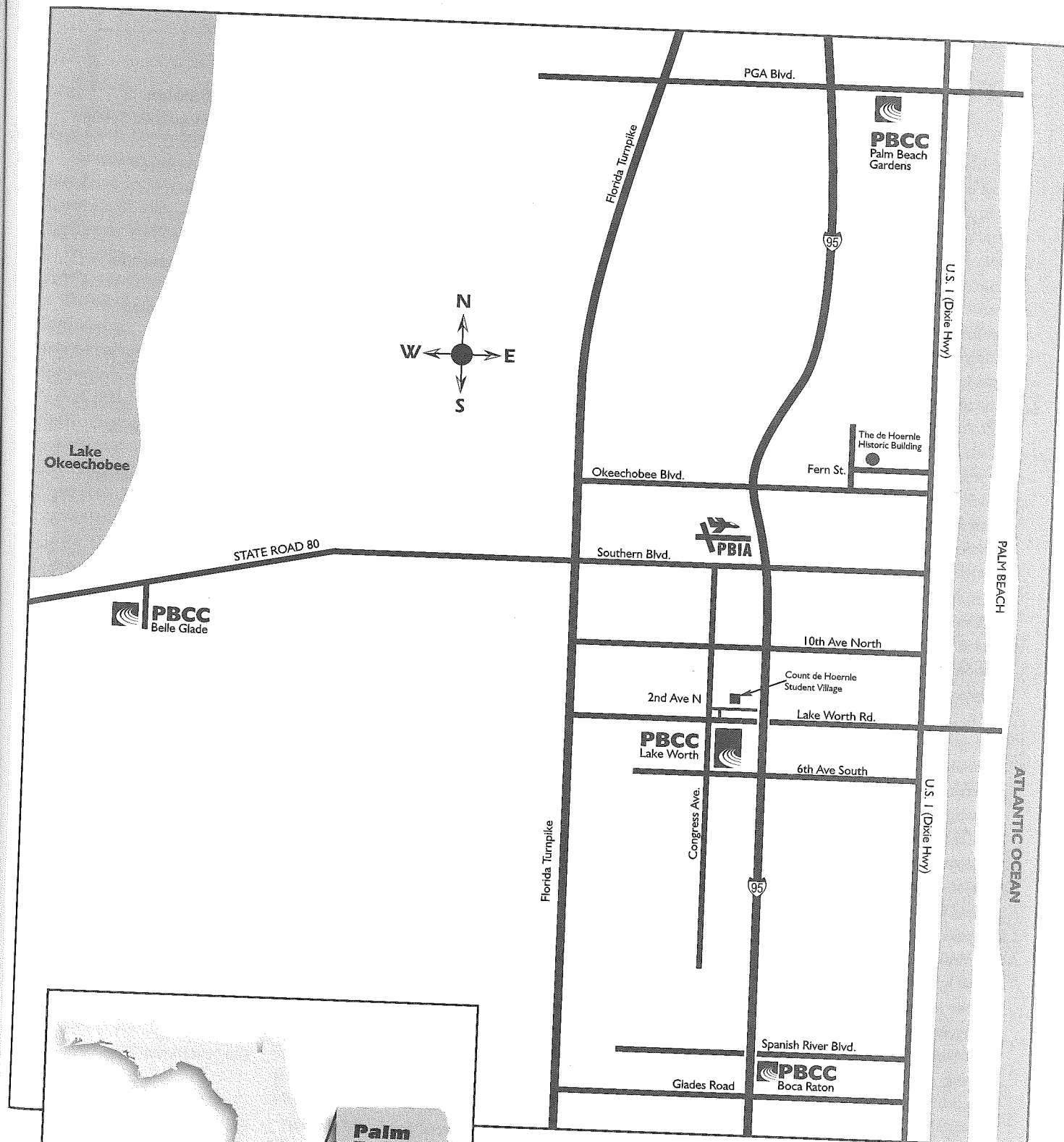
### PALM BEACH COMMUNITY COLLEGE PALM BEACH GARDENS

3160 PGA BLVD, PALM BEACH GARDENS, FL 33410-2893

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- 102 Classroom Building
- 103 Mechanical Building

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- 106 Burt Reynolds Student Center
- 107 Phillip D. Lewis Center for Business and Industry Technology

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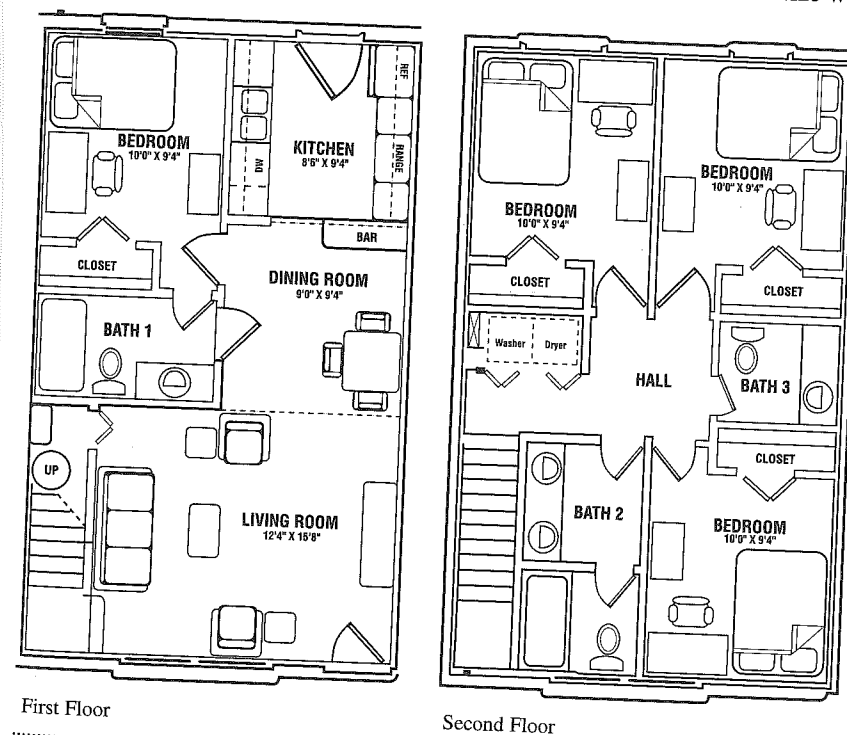
## THE STUDENT VILLAGE

# LIVE IN CLASS AT THE COUNT DE HOERNLE STUDENT VILLAGE!

PBCC's only student housing is less than a mile from the Lake Worth location.



The apartments are fully furnished, 4-bedroom units with living room, kitchen and 2 1/2 baths. All units have air conditioning and central heating. Kitchens include refrigerator, dishwasher, garbage disposal, microwave and electric range. Don't bother saving quarters because each apartment has its own full-size washer and dryer.



First Floor

Second Floor

Lease terms are available from 6 to 18 months and start at \$335.00 monthly.

For further information send coupon or call:  
 Count de Hoernle Student Village  
 2425 2nd Ave N. Lake Worth, FL 33461  
 561-582-9100

Gated community, on-site management, maintenance and a security system in each unit add to the overall comfort.

Relax after a hard day in class in the Student Village's pool and deck area. A sand volleyball court, basketball court and the clubhouse make for enjoyable living.

Please send me more information about the Student Village!

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

When do you plan to enroll at PBCC?

Month \_\_\_\_\_ Year \_\_\_\_\_







# Palm Beach Community College

## Application for Admission - Credit Programs

(AA, AAS, AS, Credit Certificates, Non-Degree)

ASSOCIATE IN ARTS (AA) PROGRAMS		ASSOCIATE IN SCIENCE (AS) PROGRAMS - Cont.		CREDIT CERTIFICATE	
<u>PGM ID</u>	<u>PROGRAM</u>	<u>PGM ID</u>	<u>PROGRAM</u>	<u>PGM ID</u>	<u>PROGRAM</u>
1000	All AA Programs			4314	Pre-ATC Nursing
ASSOCIATE IN APPLIED SCIENCE (AAS) PROGRAMS				5146	Pre-Dental Assisting
ALLIED HEALTH				6452	Pre-Paramedic
<u>PGM ID</u>	<u>PROGRAM</u>			5157	Pre-Respiratory
A301	Nursing			5281	Film, Television & Video Prod.
ART				5600	Law Enforcement
A018	Graphic Design			5601	Correction
BUSINESS				NON-DEGREE PROGRAMS	
A042	Accounting Technology			<u>PGM ID</u>	<u>PROGRAM</u>
A041	Staff Accountant			3407	Employment Related
A041	Full Charge Bookkeeper			3408	Personal Improvement
A087	Business Administration & Mgmt.			3409	Transient Student
A132	Computer Info. System Analysis				High School Dual Enrollment
A131	Application			3800	Public School
A133	Network			3801	Private School
A194	Programming			3802	Home School
A194	Industrial Management Technology				Early Admission
A096	Marketing Management			3803	Public School
A097	Management			3804	Private School
A097	Retailing			3805	Home School
A521	Office Systems Technology				
A522	Office Systems				
A522	Word Processing				
CRIMINAL JUSTICE					
A607	Criminal Justice Technology				
A608	Corrections Officer				
A608	Law Enforcement Officer				
ENGINEERING & TECHNOLOGY					
A213	Building Construction Tech.				
A169	Drafting & Design Tech.				
A166	Electronics Engineering Tech.				
A163	Professional Pilot				
A163	Professional Pilot				
A162	Operations				
A161	Maintenance Mgmt.				
HOSPITALITY MANAGEMENT					
A100	Hotel/Motel				
A099	Restaurant				
HUMAN SERVICES					
A353	Human Services Technology				
ASSOCIATE IN SCIENCE (AS) PROGRAMS					
ALLIED HEALTH					
<u>PGM ID</u>	<u>PROGRAM</u>				
2512	Dietetic Technician				
	EMS Management				
2449	Education				
2447	Supervisor				
2448	Technology				
2151	Pre-Dental Hygiene				
2240	Pre-Occupational Therapy Assistant				
2148	Pre-Respiratory Care				
2303	Pre-Radiography				
ASSOCIATE IN SCIENCE (AS) PROGRAMS - Cont.					
<u>PGM ID</u>	<u>PROGRAM</u>				
2011	Graphic Design				
2012	Interior Design Assistant				
BUSINESS					
2050	Accounting Technology				
2047	Staff Accountant				
2047	Full Charge Bookkeeper				
2057	Business Administration & Mgmt.				
2124	Computer Info. System Analysis				
2123	Application				
2126	Network				
2193	Programming				
2193	Industrial Management Technology				
2505	Legal Assisting				
2046	Marketing Management				
2055	Management				
2055	Retailing				
2514	Office Systems Technology				
2518	Office Systems				
2518	Word Processing				
COMMUNICATIONS					
2282	Film, Television & Video Prod. Tech.				
CRIMINAL JUSTICE					
2605	Criminal Justice Technology				
2606	Corrections Officer				
2606	Law Enforcement Officer				
ENGINEERING & TECHNOLOGY					
2198	Building Construction Tech.				
2178	Drafting & Design Tech.				
2177	Electronics Engineering Tech.				
2191	Environmental Horticulture Tech.				
2195	Fire Science Technology				
2197	Professional Pilot				
2172	Professional Pilot				
2172	Operations				
2171	Maintenance Mgmt.				
HOSPITALITY MANAGEMENT					
2060	Hotel/Motel				
2049	Restaurant				
HUMAN SERVICES / CHILD CARE					
2342	Child Development & Educ.				
2349	Traditional				
2349	Montessori Specialization				
2345	Human Services Technology				
MUSIC					
2274	Theatre & Entertainment Tech.				
2283	General Music				
2285	Popular Music & Jazz				
2285	Dance				

**PBCC GENERAL INFORMATION**  
(561) 930-2001  
(TOLL FREE IN PALM BEACH COUNTY)

### LOCATIONS:

**Belle Glade**  
1977 College Drive  
Belle Glade, FL 33430-3699  
(561) 966-PBCC (7222)

**Boca Raton**  
3000 Saint Lucie Avenue  
Boca Raton, FL 33431-6490  
(561) 393-PBCC (7222)

**Lake Worth**  
4200 Congress Avenue  
Lake Worth, FL 33461-4796  
(561) 967-PBCC (7222)

**Palm Beach Gardens**  
3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
(561) 624-PBCC (7222)

**Palm Beach Community College**  
Dennis P. Gallon, Ph.D., President

[www.pbcc.cc.fl.us](http://www.pbcc.cc.fl.us)

An Equal Opportunity Institution



## APPLICATION INFORMATION AND INSTRUCTIONS

**APPLICATION:** Complete the application form in detail and forward it to the admissions office at the location you plan to attend.

International applications must be sent directly to the Lake Worth location. **Incomplete applications will be returned.**

**APPLICATION FEE:** \$20 U.S. citizen. \$30 international, U.S. currency (F-1, I-20 students only). **Non-refundable.**

**TRANSCRIPTS:** All final transcripts should be received prior to orientation and registration.

**PLACEMENT TEST:** All first-time-in-college, degree-seeking students must present scores from FCELP unless SAT-I or ACT-E scores, not older than two years, place students into college level course work. If you have not yet taken one of the placement tests listed above, contact the testing center at the location where you will register.

**ORIENTATION:** Orientation is required of all first-time-in-college degree seeking students before registration of classes.

**LIMITED ACCESS PROGRAMS:** Admission to the college neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of these programs, you must request a separate application packet for the specific program. The application, limited access processing fee, and records must be submitted to the location designated on that application.

**RECORDS:** Any student falsifying their application or records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the College and cannot be returned.

**FINAL ACCEPTANCE:** Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript, or transcripts of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

**CAREER CENTER:** If you are unsure of your program of study or career objectives, or are in need of a job, contact the Career Center on the location you plan to attend.

**DISABILITY SUPPORT SERVICES:** Students with documented disabilities may self-identify and request accommodations by contacting the campus Disability Support Services advisor: Belle Glades--(561) 992-6187; Boca Raton--(561) 367-4582; Lake Worth--(561) 439-8054; Palm Beach Gardens (561) 625-2428.

## ALL INFORMATION MUST BE COMPLETE AND ACCURATE.

1. **U.S. SOCIAL SECURITY NUMBER** - (Students who do not have a social security number or who choose not to disclose, will be assigned a student number). This number is used in federal and state reports only.
2. **NAME** - Exact legal name. Include all names under which materials will be sent. Print clearly.
3. **LOCAL ADDRESS** - Address where you will be living while attending PBCC.
4. **PERMANENT ADDRESS** - Permanent home address.
5. **HOME TELEPHONE NUMBER** - Include area code.
6. **WORK NUMBER** - If applicable. Include area code.
7. **E-MAIL ADDRESS** - If applicable.
8. **GENDER** - This information is used in federal and state reports only.
9. **RACE/ETHNIC ORIGIN** - Required for Office of Civil Rights reports.
10. **PRIMARY LANGUAGE** - The language you use more than 50% of the time.
11. **DATE OF BIRTH and PLACE OF BIRTH** - This is used in federal and state reports only. Include month, day and year, and state or country.
12. **ENROLLMENT STATUS** - Indicate appropriate status.
13. **HIGH SCHOOL** - Indicate the name and request an official transcript from the last high school attended. **This must be a standard diploma.**  
**GED** - Indicate the state and date issued. Official transcript of scores must be sent directly to PBCC from issuing agency.
14. **FIRST GENERATION COLLEGE STUDENT** - Indicate whether either of your parents have received a four year college degree.
15. **COLLEGE/UNIVERSITY** - Indicate the name and request an official transcript from all colleges and universities attended.  
Omission of any previous institutions constitutes falsification of records and voids application.
16. **LOCATION** - The location designation is the location where your records will be retained. Transcript(s) must be submitted to the location you have indicated.
17. **ADMISSION DATE** - Enter the year and check the term that you plan to take your first class.
18. **STUDENT PROGRAM OBJECTIVE** - Indicate your intended PBCC program of study.  
*A.A. (Associate in Arts Degree)* - Students planning to attend a four-year college or university after graduation from PBCC.  
*A.A.S. (Associate in Applied Science)* - Students interested in completing their formal college education at PBCC in a specialized business, technical or professional program. (refer to cover for codes).  
*A.S. (Associate in Science Degree)* - Students interested in completing their formal college education at PBCC in a specialized business, technical or professional program. Some programs may articulate into a specific programs at a four-year college or university (refer to cover for codes).  
*Credit Certificate* - These programs may have additional requirements. Please speak with the program advisor.  
*Non-Degree* - Students who have earned a standard high school diploma or GED, or have been enrolled in a regionally accredited college or university, and plan to take one or more courses for job advancement, personal improvement, or general interest, and do not plan on obtaining any type of degree at this time may classify themselves as non-degree. **Students in this category cannot receive financial aid.** Refer to PBCC Catalog for additional information. (refer to cover for codes).
19. **CITIZENSHIP** - Indicate your citizenship status. Resident aliens must submit copies of both sides of their resident alien card and write their alien number on #12 on the back of the application. International students and refugees must submit copies of their immigration papers or visas.

PALM BEACH COMMUNITY COLLEGE  
APPLICATION FOR ADMISSION - CREDIT PROGRAMS

Please Type or Print Clearly

1. **U.S. SOCIAL SECURITY NUMBER** \_\_\_\_\_
2. **NAME** ☐ Mr. ☐ Mrs. ☐ Ms. LAST FIRST MIDDLE/MAIDEN SUFFIX

Please list all previous names under which documents may be sent. \_\_\_\_\_

3. **LOCAL ADDRESS** \_\_\_\_\_  
NUMBER AND STREET ADDRESS CITY

COUNTY (OR PROVINCE) STATE ZIP CODE

4. **PERMANENT ADDRESS** ☐ Check here if same as local address

NUMBER AND STREET ADDRESS CITY COUNTY (OR PROVINCE) STATE ZIP CODE

5. **HOME TELEPHONE** ( ) \_\_\_\_\_
6. **WORK NUMBER** ( ) \_\_\_\_\_

7. **E-MAIL ADDRESS** \_\_\_\_\_
8. **GENDER** ☐ Female (F) ☐ Male (M)

9. **RACE/ETHNIC ORIGIN** (Check up to two)

- ☐ Asian or Pacific Islander (A)  
☐ Black (Non-Hispanic) (B)  
☐ Hispanic (H)  
☐ American Indian/Alaskan Native (I)  
☐ White (Non-Hispanic) (W)  
☐ Other (X)

10. **Is English your primary language?** ☐ Yes ☐ No  
If no, what is your primary language? \_\_\_\_\_

11. **DATE OF BIRTH** \_\_\_\_\_  
Month Day Year  
**STATE OR COUNTRY OF BIRTH** \_\_\_\_\_

12. **ENROLLMENT STATUS**  
☐ High School/GED Graduate (NH)  
☐ Transfer (NT)  
☐ Transient (NT)  
☐ Readmission to PBCC (RH or RT)  
☐ Dual Enrolled High School Student (ND)  
☐ Early Admission High School Student (NE) **GED**
13. **HIGH SCHOOL**  
(Must be standard diploma) Name of School \_\_\_\_\_  
City/State \_\_\_\_\_ Graduated \_\_\_\_\_  
Month Year

- OR  
State of Issue \_\_\_\_\_ Language \_\_\_\_\_ Date of Issue \_\_\_\_\_  
Month Year

14. **FIRST GENERATION COLLEGE STUDENT:** Have either of your parents received a four year college degree? ☐ Yes ☐ No

## 15. COLLEGE/UNIVERSITY

List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREES	CREDIT

To list more college/universities, attach separate page.

## 16. LOCATION See cover for addresses

- ☐ Belle Glade ☐ Lake Worth  
☐ Boca Raton ☐ Palm Beach Gardens

## 18. STUDENT PROGRAM OBJECTIVE

- ☐ AA degree program code # **1000**  
☐ AAS degree program code # \_\_\_\_\_ (See cover for Codes)  
☐ AS degree program code # \_\_\_\_\_ (See cover for Codes)  
☐ Credit Certificate program code # \_\_\_\_\_ (See cover for Codes)  
☐ Non-degree program code # \_\_\_\_\_ (See cover for Codes)

## 17. ADMISSION DATE

- Year \_\_\_\_\_  
☐ Fall (1) ☐ Spring (2) ☐ Summer (3)

## 19. CITIZENSHIP (Carefully read # 18 on application information page.)

- ☐ U.S. Citizen (C) ☐ Permanent Resident Alien (P)  
☐ Asylee or Refugee Alien (A) ☐ Other, Non-U.S. Citizen (X)  
☐ F-1 Visa Student (F) Home Country \_\_\_\_\_

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Read and complete residency information on reverse side of this page. **Applicants who omit this information will be classified as a non-resident for tuition purposes.**

\*\*\* MUST COMPLETE REVERSE SIDE \*\*\*

A Florida "resident for tuition" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statue 240.1201(2)(a)]. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal resident of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

# DEFINITIONS

**DEPENDENT:** A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.

**INDEPENDENT:** A person who provides more than 50 percent of his/her support.

(A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.)

## FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- ☐ 1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- ☐ 3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
- ☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution \_\_\_\_\_
- ☐ 5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)
- ☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
- ☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. (INS documentation required.)
- ☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of employment verification required.)
- ☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)
- ☐ 10. I am part of the Latin American/Caribbean scholarship program. (Copy of employment required.)
- ☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)
- ☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].
- ☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- ☐ 14. I am a full-time student participating in a linkage institute. (S.240.137, F.S.)

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. Name of Applicant: \_\_\_\_\_ 2. Student SSN: \_\_\_\_\_  
(The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. All of the questions below pertain to the claimant.)
3. Name of Claimant: \_\_\_\_\_ 4. Relationship of Claimant to Applicant: \_\_\_\_\_
5. Permanent Legal Address of Claimant: \_\_\_\_\_
6. ( ) \_\_\_\_\_  
Telephone Number of Claimant City State Zip
7. Date Claimant Began Establishing Legal Florida Residence and Domicile: \_\_\_\_\_
8. Claimant's Voter Registration: State: \_\_\_\_\_ County: \_\_\_\_\_ Number: \_\_\_\_\_ Original Issue Date: \_\_\_\_\_  
mm/dd/yy
9. Claimant's Drivers License: State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
mm/dd/yy
10. Claimant's Vehicle Registration: State: \_\_\_\_\_ License Tag Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
mm/dd/yy
11. Citizenship: ☐ U.S. Citizen ☐ Permanent Resident Alien ☐ Asylee or Refugee Alien ☐ Other: \_\_\_\_\_
12. Non-U.S. Citizen Only: Resident Alien Number: \_\_\_\_\_ Date Card Issued: \_\_\_\_\_ (Copy of both sides of card required)  
mm/dd/yy

## ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature in Ink of Applicant and of Person Claiming Florida Residency if other than Applicant Date

## NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in Ink

Date

# Palm Beach Community College

## Application for Admission

### Post Secondary Adult Vocational Certificate Programs (PSAV)

PGM CODE	PROGRAM
5044	Accounting Operations ★
5519	Administrative Assistant ★
5208	Architectural Drafting ★
5348	▶ 30-Hour Childcare Worker ▶ Child Development Associate (CDA) ❖
5017	Commercial Art ★
5088	Commercial Foods★
5357	Cosmetology/Hairdresser ★
5045	Customer Service Representative
5211	Electrical Drafting ★
5212	Electronic Drafting ★
5167	Electronic Technology ★
5355	Facials Specialty ★
5232	Massage Therapy
5210	Mechanical Drafting ★
5086	Medical Coder Specialist ★
5084	Medical Secretary ★
5085	Medical Transcription ★
5356	Nail Technician ★
5233	Patient Care Technician ▶ Nursing Assistant ▶ Home Health Aide ▶ Patient Care Assistant
5520	PC Support Services ★
5455	Public Safety Telecommunication
5209	Structural Drafting ★
5206	Truck Driving Class A - CDL ❖ (Tractor Trailer)
5207	Truck Driving Class B - CDL ❖ (Truck & Bus)

## PBCC GENERAL INFORMATION

(561) 930-2001

(TOLL FREE IN PALM BEACH COUNTY)

## LOCATION:

### Belle Glade

1977 College Drive  
Belle Glade, FL 33430-3699  
(561) 966-PBCC (7222)

### Boca Raton

3000 Saint Lucie Avenue  
Boca Raton, FL 33431-6490  
(561) 393-PBCC (7222)

### Lake Worth

4200 Congress Avenue  
Lake Worth, FL 33461-4796  
(561) 967-PBCC (7222)

### Palm Beach Gardens

3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
(561) 624-PBCC (7222)

### Palm Beach Community College

Dennis P. Gallon, Ph.D., President

[www.pbcc.cc.fl.us](http://www.pbcc.cc.fl.us)

## An Equal Opportunity Institution

PSAV programs are also available in the follow areas:

- Apprenticeship Programs
- Dental Assisting \*
- Emergency Medical Technician (EMT) \*
- Firefighter \*
- Law Enforcement & Corrections \*
- Medical Assisting \*
- Practical Nursing \*
- Surgical Technology \*

## \* PSAV Limited Access Program

Application packages available.

❖ Does not require the TABE exam.

★ PSAV program eligible for dual enrollment



# APPLICATION INFORMATION AND INSTRUCTIONS

**APPLICATION:** Complete the application form in detail and forward it to the location you plan to attend or drop it off at any PBCC location Admissions Office. **Incomplete applications will be returned.**

**ADMISSIONS PROCEDURE:** Each student who wishes to enroll in a PSAV Certificate Program must:

1. Complete the PSAV application and submit to the Registrar Office at any campus.
2. Pay \$10 to the Cashier's Office to take the TABE test.

*\*Note: Students with an AA Degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, with the past two years, on the FCELPT, SAT I or ACT-E are exempt from the exam.*

3. Proceed to the Testing Center to schedule the TABE.
4. After receiving the results of the TABE, you may register for the program. Students who do not achieve the minimum basic skills required for their program must do so by the completion of their program or a completion certificate will not be awarded.

**RECORDS:** Any students falsifying application records will be subject to immediate dismissal without a refund. All submitted credentials become the property of the College and cannot be returned.

**FINAL ACCEPTANCE:** Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript or transcripts of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

**CAREER CENTER:** If you are unsure of your career objectives, contact the career center on the location you plan to attend.

**DISABILITY SUPPORT SERVICES:** Students with documented disabilities may self-identify and request accommodations by contacting the campus Disability Support Services advisor: Belle Glade--(561) 992-6187; Boca Raton--(561) 367-4582; Lake Worth--(561) 439-8054; Palm Beach Gardens--(561) 625-2428.

## ALL INFORMATION MUST BE COMPLETED.

1. **U.S. SOCIAL SECURITY NUMBER** - This number is used in federal and state reports only.
2. **NAME** - Exact legal name. Include all names under which materials will be sent. Print clearly.
3. **LOCAL ADDRESS** - Address where you will be living while attending PBCC.
4. **PERMANENT ADDRESS** - Permanent home address.
5. **HOME TELEPHONE NUMBER** - Include area code.
6. **WORK NUMBER** - If applicable.
7. **E-MAIL ADDRESS** - If applicable.
8. **GENDER** - This information is used in federal and state reports only.
9. **RACE/ETHNIC ORIGIN** - Required for Office of Civil Rights reports.
10. **PRIMARY LANGUAGE** - The language you use more than 50% of the time.
11. **DATE OF BIRTH and PLACE OF BIRTH** - This is used in federal and state reports only. Include month, day and year, and state or country.
12. **ENROLLMENT STATUS** - Indicate appropriate status.
13. **HIGH SCHOOL** - Indicate the name and request an official transcript from the last high school attended. **This must be a standard diploma.**  
**GED** - Indicate the state and date issued. Official transcript of scores must be sent directly to PBCC from issuing agency.
14. **COLLEGE/UNIVERSITY** - Indicate the name and request an official transcript from all colleges and universities attended. Omission of any previous institutions constitutes falsification of records and voids application.
15. **LOCATION** - The home campus designation is the location where your records will be retained. Transcript(s) must be submitted to the location indicated.
16. **ADMISSION DATE** - Enter the year and check the term that you plan to take your first class.
17. **STUDENT PROGRAM OBJECTIVE** - Indicate your intended PBCC program of study (refer to cover for codes).
18. **CITIZENSHIP** - Indicate your citizenship status. Resident aliens must submit copies of both sides of their resident alien card and write their alien number on #12 on the back of the application. International students and refugees must submit copies of their immigration papers or visas.

# PALM BEACH COMMUNITY COLLEGE APPLICATION FOR ADMISSION - POST SECONDARY VOCATIONAL CERTIFICATE (PSAV)

Please Type or Print Clearly

1. **U.S. SOCIAL SECURITY NUMBER** \_\_\_\_\_

2. **NAME** ☐ Mr. ☐ Mrs. ☐ Ms. LAST FIRST MIDDLE/MAIDEN SUFFIX

Please list all previous names under which documents may be sent. \_\_\_\_\_

3. **LOCAL ADDRESS** \_\_\_\_\_  
NUMBER AND STREET ADDRESS CITY

COUNTY (OR PROVINCE) STATE ZIP CODE

4. **PERMANENT ADDRESS** ☐ Check here if same as local address

NUMBER AND STREET ADDRESS CITY COUNTY (OR PROVINCE) STATE ZIP CODE

5. **HOME TELEPHONE** ( ) \_\_\_\_\_ 6. **WORK NUMBER** ( ) \_\_\_\_\_

7. **E-MAIL ADDRESS** \_\_\_\_\_ 8. **GENDER** ☐ Female (F) ☐ Male (M)

9. **RACE/ETHNIC ORIGIN** (Check up to two)  
☐ Asian or Pacific Islander (A)  
☐ Black (Non-Hispanic) (B)  
☐ Hispanic (H)  
☐ American Indian/Alaskan Native (I)  
☐ White (Non-Hispanic) (W)  
☐ Other (X)

10. **Is English your primary language?** ☐ Yes ☐ No  
If no, what is your primary language? \_\_\_\_\_

11. **DATE OF BIRTH** \_\_\_\_\_  
Month Day Year  
**STATE OR COUNTRY OF BIRTH** \_\_\_\_\_

12. **ENROLLMENT STATUS**  
☐ High School/GED Graduate (NH)  
☐ Transfer (NT)  
☐ Transient (NT)  
☐ Readmission to PBCC (RH or RT)  
☐ Dual Enrolled High School Student (ND)  
☐ Early Admission High School Student (NE)  
**OR**  
13. **HIGH SCHOOL** \_\_\_\_\_  
Name of School City/State Country Graduated \_\_\_\_\_  
Month Year  
**GED** \_\_\_\_\_  
State of Issue Language Date of Issue \_\_\_\_\_  
Month Year

14. **COLLEGE/UNIVERSITY**  
List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREES	CREDIT

To list more colleges/universities, attach separate page.

15. **LOCATION** See cover for addresses  
☐ Belle Glade ☐ Lake Worth  
☐ Boca Raton ☐ Palm Beach Gardens

16. **ADMISSION DATE**  
Year \_\_\_\_\_  
☐ Fall (1) ☐ Spring (2) ☐ Summer (3)

17. **STUDENT PROGRAM OBJECTIVE**  
☐ Vocational/Certificate program code # \_\_\_\_\_ (See cover for Codes)

18. **CITIZENSHIP** (Carefully read # 18 on application information page.)  
☐ U.S. Citizen (C) ☐ Permanent Resident Alien (P)  
☐ Asylee or Refugee Alien (A) ☐ Other, Non-U.S. Citizen (X)  
☐ F-1 Visa Student (F) Home Country \_\_\_\_\_

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Read and complete residency information on reverse side of this page. Applicants who omit this information will be classified as a non-resident for tuition purposes.

\*\*\* MUST COMPLETE REVERSE SIDE \*\*\*

# INFORMATION FOR RESIDENCE CLASSIFICATION

A Florida "resident for tuition" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statue 240.1201(2)(a)]. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

## DEFINITIONS: DEPENDENT: INDEPENDENT:

A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.  
A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.  
A person who provides more than 50 percent of his/her support.

## FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- ☐ 1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- ☐ 3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
- ☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution.
- ☐ 5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)
- ☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
- ☐ 7. According to the United States Immigration and Naturalization Service. I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. (INS documentation required.)
- ☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of employment verification required.)
- ☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)
- ☐ 10. I am part of the Latin American/Caribbean scholarship program. (Copy of employment required.)
- ☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)
- ☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].
- ☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- ☐ 14. I am a full-time student participating in a linkage institute. (S.240.137, F.S.)

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

- Name of Applicant:** \_\_\_\_\_ **2. Student SSN:** \_\_\_\_\_  
The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. **All of the questions below pertain to the claimant.**
- 3. Name of Claimant:** \_\_\_\_\_ **4. Relationship of Claimant to Applicant:** \_\_\_\_\_
- 5. Permanent Legal Address of Claimant:** \_\_\_\_\_
- 6. ( )**  
Telephone Number of Claimant: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 7. Date Claimant Began Establishing Legal Florida Residence and Domicile:** \_\_\_\_\_  
MM/DD/YY
- 8. Claimant's Voter Registration:** State: \_\_\_\_\_ County: \_\_\_\_\_ Number: \_\_\_\_\_ Original Issue Date: \_\_\_\_\_  
MM/DD/YY
- 9. Claimant's Drivers License:** State: \_\_\_\_\_ Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_
- 10. Claimant's Vehicle Registration:** State: \_\_\_\_\_ License Tag Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
MM/DD/YY
- 11. Citizenship:** ☐ U.S. Citizen ☐ Permanent Resident Alien ☐ Asylee or Refugee Alien ☐ Other, \_\_\_\_\_
- 12. Non-U.S. Citizen Only: Resident Alien Number:** \_\_\_\_\_ **Date Card Issued:** \_\_\_\_\_ (Copy of both sides of card required)  
MM/DD/YY

## ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

Signature in Ink of Applicant \_\_\_\_\_ and of \_\_\_\_\_ Person Claiming Florida Residency if other than Applicant \_\_\_\_\_ Date \_\_\_\_\_

## NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in Ink \_\_\_\_\_ Date \_\_\_\_\_

# PALM BEACH COMMUNITY COLLEGE GENERAL EDUCATION REQUIREMENTS

All General Education requirement courses must be completed with a grade of "C" or higher to apply to AA, AAS or AS degree programs. The credit hours listed in each area below (e.g., Communications - 9 credit hours) fulfill A.A. degree requirements only. General Education requirements for A.A.S. and A.S. programs are listed in the program descriptions in this chapter. Courses that meet Gordon Rule requirements are listed with "GR" and the number of words that each course fulfills, e.g., GR 6,000 designates that the course fulfills 6,000 of the 24,000 Gordon Rule requirement.

## Area I - Communications - 9 credit hours

Select **one** of the following courses for 3 credit hours:

- ☐ ENC 1101 College Composition I (GR 6,000)
- ☐ ENC 1121 Honors College Composition I (GR 6,000)

Select **one** of the following courses for 3 credit hours:

- ☐ ENC 1102 College Composition II (GR 7,000)
- ☐ ENC 1122 Honors College Composition II (GR 7,000)
- ☐ ENC 1141 Writing About Literature (GR 7,000)

The following course is required for 3 credit hours:

- ☐ SPC 1016 Fundamentals of Speech Communication (GR 2,000)

## Area II - Humanities - 6 credit hours

Select **one** course in Literature:

- ☐ AML 2010 American Literature to 1865 (GR 3,000)
- ☐ AML 2020 American Literature after 1865 (GR 3,000)
- ☐ ENL 2012 English Literature before 1800 (GR 3,000)
- ☐ ENL 2022 English Literature after 1800 (GR 3,000)
- ☐ LIT 2110 World Literature before the Renaissance (GR 3,000)
- ☐ LIT 2120 World Literature after the Renaissance (GR 3,000)
- ☐ LIT 2090 Contemporary Literature (GR 3,000)
- ☐ Approved Transfer Literature (Verify course credit with an advisor.)

Select **one** of the following courses:

- ☐ ARH 1000 Art Appreciation (GR 2,000)
- ☐ ARH 2050 History of Art (Early) (GR 2,000)
- ☐ ARH 2051 History of Art (Modern) (GR 2,000)
- ☐ MUL 1010 Music Appreciation (GR 2,000)
- ☐ THE 1000 Theater Appreciation (GR 2,000)
- ☐ Approved Transfer Humanities (Verify course credit with an advisor.)

## Area III - Mathematics - 6 credit hours

Select **two** of the following courses:

- ☐ MAC 1105 College Algebra (GR)
- ☐ MAC 1114 Trigonometry (GR)
- ☐ MAC 1140 Precalculus (GR)
- ☐ MAC 2233 Survey of Calculus (for Business majors) (GR)
- ☐ MAC 2311 Calculus with Analytic Geometry I (4) (GR)
- ☐ MAC 2312 Calculus with Analytic Geometry II (4) (GR)
- ☐ MAC 2313 Calculus with Analytic Geometry III (4) (GR)
- ☐ MAP 2302 Differential Equations (GR)
- ☐ MGF 1106 Liberal Arts Mathematics (GR)
- ☐ MGF 1107 Finite Mathematics (GR)
- ☐ STA 2023 Statistics (GR)
- ☐ Approved Transfer Mathematics (Verify course credit with an advisor.)

To get on the right track for graduation, check with an academic advisor on course requirements.

## Area IV - Natural Sciences - 9 credit hours

The following course is required for 3 credit hours:

- ☐ HSC 2100 Health Concepts and Strategies
- ☐ Approved Transfer Health (Verify course credit with an advisor.)

Select **two** of the following courses for 6 credit hours:

- ☐ AST 1002 Descriptive Astronomy
- ☐ AST 1003 Planetary Astronomy
- ☐ AST 1004 Stellar & Galactic Astronomy
- ☐ BOT 1010 General Botany and Lab (4)
- ☐ BSC 1005 Concepts of Biology (Non-Science Major) (Lab BSC 1010L optional)
- ☐ BSC 1010 Principles of Biology (Lab optional)
- ☐ BSC 1011 Principles of Biology II and Lab (4)
- ☐ BSC 1050 Environmental Conservation
- ☐ BSC 1085 Anatomy and Physiology I and Lab (4)
- ☐ BSC 1086 Anatomy and Physiology II and Lab (4)
- ☐ CHM 1015 Principles of Chemistry (Lab optional)
- ☐ CHM 1040 General Chemistry I
- ☐ CHM 1041 General Chemistry II and Lab (4)
- ☐ CHM 2046 General Chemistry III and Lab (4)
- ☐ GLY 1000 Descriptive Geology
- ☐ MCB 2010 Microbiology and Lab (4)
- ☐ OCE 1001 Introduction to Oceanography (Lab Optional)
- ☐ PHY 1001 Applied Physics
- ☐ PHY 2048 General Physics with Calculus I & Lab (5)
- ☐ PHY 2049 General Physics with Calculus II & Lab (5)
- ☐ PHY 2053 General Physics I & Lab
- ☐ PHY 2054 General Physics II & Lab
- ☐ PSC 1101 Earth Science
- ☐ PSC 1341 Physical Science for Today's World
- ☐ ZOO 1010 General Zoology
- ☐ ZOO 1010L General Zoology Lab
- ☐ Approved Transfer Science (Verify course credit with an advisor.)

## Area V - Social Science - 6 credit hours

Select **one** of the following courses:

- ☐ ANT 2000 Anthropology (GR 2,000)
- ☐ ECO 2013 Principles of Macroeconomics (GR 2,000)
- ☐ GEO 1010 Principles of Geography and Conservation (GR 2,000)
- ☐ PSY 2012 General Psychology (GR 2,000)
- ☐ SYG 1230 American Minorities Today (GR 2,000)
- ☐ SYG 2000 Introduction to Sociology (GR 2,000)
- ☐ SYG 2010 American Social Problems (GR 2,000)
- ☐ Approved Transfer Social Science (Verify course credit with an advisor.)

Select **one** of the following courses:

- ☐ AMH 2010 US History to 1865 (GR 2,000)
- ☐ POS 1001 Introduction to Political Science (GR 2,000)
- ☐ POS 2041 American National Government (GR 2,000)
- ☐ POS 2112 American State & Local Government (GR 2,000)
- ☐ Approved Transfer Political Science (Verify course credit with an advisor.)



## AA NOTES

- See an academic advisor for the exact requirements in your major necessary to transfer to the university of your choice.
- Information about university program requirements is subject to change and must be verified with an advisor at the university you plan to attend.
- Be sure to turn in your PBCC graduation application (grad card) when you have completed 45 credit hours.
- Students who test into English or Reading prep courses may not take Gordon Rule writing classes (all courses in Areas 1, II and V) until these prep courses are passed.
- Choose electives from courses listed in the Course Descriptions section of the Catalog that are designated AA (in parentheses after the course title).
- See a PBCC advisor to determine which electives you need for your major.
- Foreign language is not required for the A.A. from PBCC; however, it may be required for admission to a university; see an advisor for your university's requirements.

## NOTES:

## PALM BEACH COMMUNITY COLLEGE SERVES YOU FROM FOUR LOCATIONS:

### BELLE GLADE

1977 College Drive  
Belle Glade, FL 33430-3699  
561-996-PBCC

### BOCA RATON

3000 Saint Lucie Avenue  
Boca Raton, FL 33431-6490  
561-367-4500

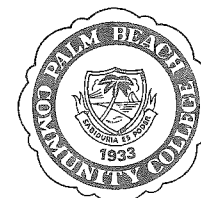
### LAKE WORTH

4200 Congress Avenue  
Lake Worth, FL 33461-4796  
561-967-PBCC

### PALM BEACH GARDENS

3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
561-624-PBCC

Palm Beach Community College is accredited  
by the Commission on Colleges of the Southern  
Association of Colleges and Schools  
(1866 Southern Lane, Decatur, Georgia  
30033-4097; Telephone number 404-679-4501)  
to award the associate in arts and associate in  
science degrees.



FLORIDA'S FIRST PUBLIC COMMUNITY COLLEGE

PBCC is an Equal Opportunity/Affirmative Action Institution.